

A Regular meeting of the Wauseon Public Library was held on 12/9/2025 in the Wauseon Public Library Board Room and called to order by President Ann Oberski at 6:04 pm. President Oberski took roll call. Board members present were Ann Oberski Tracy Behrman, Jo Bruner, Sheila Gruenhagen, Katey Maloney, and Tammy Allison; additionally, Dan Baldwin, Director; Jen Basselman, Fiscal Officer. Absent: Carolyn Manchester.

Public comment: Sierra K. Spears chosen candidate for the Children's Librarian introduced herself to the board.

Motion to approve the 11/11/2025 Regular meeting minutes with correction. Motion: Ann Oberski. Second: Sheila Gruenhagen; Aye: All. Opposed: None.

Motion to approve the November 2025 financial reports. Motion: Jo Bruner; Second: Tammy Allison; Aye: All; Opposed: None.

The following donations were received: Snack donations: \$19.50; Anonymous donor donated 5 DVDs and a CD; Mellissa Kingsbury donated 4 DVDs; and Matt Cousino donated book "Winter World" by A.G. Riddle. Move to accept the donations made to the Wauseon Public Library as presented. Motion: Sheila Gruenhagen; Second: Aye: All. Opposed: None.

Motion to enter Executive Session to discuss personnel matters made by Tammy Allison; Second Jo Bruner; Aye: All; Opposed: None. Executive session entered at 6:12 PM.

Motion to exit Executive Session declaring no action taken made by Sheila Gruenhagen; Second Jo Bruner; Aye: All; Opposed: None.

Executive session exited at 6:32 PM.

Personnel Committee:

Motion to adopt revised organizational chart. Motion: Tracy Behrman; Second: Ann Oberski; Aye: All; Opposed: None.

Motion to approve Doug Wheaton, Jr. as Operations and Personnel Manager. Motion: Sheila Gruenhagen; Second: Tammy Allison; Aye: All; Opposed: None.

Motion to approve Personnel Policy updates. Motion: Jo Bruner; Second: Tammy Allison; Aye: All; Opposed: None.

Motion to hire Sierra K. Spears as the new Children's Librarian effective December 10, 2025. Motion: Tammy Allison; Second: Tracy Behrman; Aye: All; Opposed: None.

Facilities and Equipment: Baldwin reported: State Elevator Inspector was in on November 17, 2025, the library's elevator received no violations; Joe from Innovatek was at the library at 10:00 AM on November 24, 2025, to install the library's firewall appliance. All the devices on the library's network were assigned new IP Addresses. Joe went through and made sure everything was working properly before leaving. Baldwin said any issues that may arise, to let Joe know, he will come over and figure out what the issue is and get it rectified; Discuss ongoing issue of food being put in the book drop

after hours. Suggested turning Wi-Fi off at close to reduce people from hanging out around the building after hours.

Finance/Audit/Records Retention:

Met in November to review the quarter. No concerns.

Policies and Strategic Planning:

Motion to amend the WPL Trustee by Laws and revisions. Motion: Sheila Gruenhagen; Second: Tammy Allison; Aye: All; Opposed: None.

Old Business

New Business

Baldwin stated Jacob Kessler from The Village Report Newspaper has approached all the Fulton County Libraries about splitting the cost between all of the Fulton County Libraries to bring Holocaust Survivor and author, Irene Miller to Fulton County during the WWII Reenactment event on May 1, 2, and 3, 2026. Each library's cost would be \$333.33 (the total cost to bring Irene to Fulton County is \$2,000.00). Each participating library would be listed as a Platinum Sponsor, giving maximum visibility and recognition throughout the event. Motion to split the cost for a total of \$333.33 to bring Irene Miller to Fulton County made by: Ann Oberski. Seconded by: Jo Bruner. Aye: All Opposed: None

Discuss 2025-2026 Plowing contracts from Josh Sager at Custom Turf Solutions \$50.00 for plowing E. Elm Street Property; \$50.00 to plow and \$50.00 to salt the library building sidewalk; Chris Nelson from Nelson Lawn Concepts: Library Building 1-3" \$20.00, 3.1-6" \$25.00, 6.1-9" \$30.00; Salting \$15.00; E. Elm St. Property 1-3" \$40.00, 3.1-6" \$50.00, 6.1-9" \$60.00. Cut N Plow is booked for the season and has no openings; New Century does not provide plowing services, and Doug Nelson of Team Nelson Services LLC also does not provide plowing services.

Motion to hire Nelson Lawn Concepts for snow removal, etc. made by Ann Oberski; Second by Jo Bruner, Aye: All Opposed: None

Motion to enter executive session to discuss matters to be kept confidential made by Ann Oberski. Second, by Tracy Behrman. Aye: All. Opposed: None. Executive Session entered at 6:57 pm.

Motion to exit executive session declaring no action taken made by Jo Bruner. Second by Tracy Behrman. Aye: All. Opposed: None.

Executive session exited at 7:22 pm.

Motion to approve new library operating hours to begin January 1, 2026. M, TU 10:00 AM-6:00 PM; W 10:00 AM-4:00 PM; TH, FR 10:00 AM-6:00 PM; and SAT 10:00 AM-12:00 PM. Motion Jo Bruner; Second: Ann Oberski; Aye: All; Opposed: None.

Motion to accept 2026 temporary budget and appropriations. Motion: Jo Bruner; Second: Ann Oberski; Aye: All; Opposed: None.

Motion to approve 2026 Staff Raises of 3% to begin on January 4, 2026, Motion: Tammy Allison; Second: Tracy Behrman; Aye: All; Opposed: None.

Motion to approve Doug Wheaton, Jr. and Dan Baldwin rate changes effective December 10, 2025. Motion: Tammy Allison; Second: Ann Oberski; Aye: All Opposed: None

Motion to adjourn made by Jo Bruner. Second by Tracy Behrman; Aye: All opposed: None. Meeting adjourned at 7:27 pm.

Respectfully submitted, Dan Baldwin, Director.