

**WELLS BRANCH COMMUNITY LIBRARY DISTRICT MINUTES**  
**Thursday, March 4, 2021**

Meeting began via Zoom application at 6:00 pm. Present were Board Members Ralph Simon, Rene Vera, Abbie Joffrain, Jennifer Christmas, and Christine Bloemsma. Library Director Donita Ward attended. Board attendance constituted a quorum. No citizens attended.

**Reports:**

1. Secretary report, minutes of Jan 13 and 25 meetings.
2. Treasurer's report.
3. Director's report.

Reports are available on the Library website, Board of Trustees page. Christine moved acceptance of reports as presented, Rene seconded. Unanimous approval.

**Consent Items:**

1. Collection and Circulation Policy - Slight modifications to include new items circulating (games, armchair traveler, hotspots).
2. Interlibrary Loan Policy - Reflecting a postage increase to ship items between libraries.
3. Records Management Policy
4. TexShare Policy

Regular review of existing policies to ensure currency. Christine moved, Abbie seconded approval. Unanimous acceptance.

**Action Items:**

1. Vickie Liu was introduced to the Board. Abbie moved, Rene seconded to appoint Vickie Liu to the board as Investment Officer. This is a volunteer, non-voting board position. Welcome, Vickie!
2. Discussed library response to the pandemic; plans are in place for changes in county "stage" improvements. In response to the recent end to the statewide mask mandate, leaving the decision on mask requirements to individual businesses and organizations, the Library has already announced to the public through social media posts that masks will still be required on Library property. Christine moved, Jennifer seconded Board approval of this staff decision. Unanimous approval. The board also supported stipends of \$100 for staff who take the time and effort to be vaccinated against Covid-19, as they become eligible. Donita reviewed the plans for tiered re-opening of services when public health guidance suggests it is prudent.
3. No required board action on facility maintenance, including budget amendments and closures, outside of the two items below. Staff are managing within budget the replacement of the failed staff computer server and the refrigerator on the meeting/LAB side of the facility.
4. Donita presented a bid to add extra (LED/UV) filtration to our HVAC system. While there is no direct proof that this will kill COVID specifically, they have been tested and shown to be 99% effective in reducing similar enveloped and/or protein jacketed viruses. Given that the library is an efficient, fully-closed system, the Board considered this a prudent investment.
5. Discussed the bid for replacement of the broken integrated book drops and creation of a drive-up free-standing book-drop, at a total cost of \$12,399.
6. Discussed the quote for replacement of carpeting and two service desks, including relocation of shelving. Also discussed optimal timing of the project. Due to work backlogs and construction supply shortages, it wouldn't be possible to complete the project before summer; if we are ABLE to open the library this summer to family and patrons, we wouldn't want to force a closure to accommodate a construction project, so it was agreed to try to schedule the work and resulting closures for August.

Jennifer moved and Christine seconded proceeding with projects presented in 4,5,6 above. Passed with unanimous board approval.

**Trustee Items:**

1. Eighteen volunteers expressed interest in working with the board and staff on workgroups or committees to address projects and initiatives of the board, including Diversity and Belonging, Capital projects and future expansion, programming, and so on. Board members will reach out to each volunteer to welcome them and invite them to a Zoom happy hour at 4pm on Saturday, March 27.
2. Board members (and the public) were encouraged to respond to the programming survey sent out by staff this week.
3. Jennifer shared her (daughter's) feedback for the Alpha Buddies program. Kudos to the staff—fans are asking for MORE!
4. Deliverables: Donita will share the usage statistics for the Brainfuse subscriptions, HelpNow and JobsNow. Christine will send call assignments to board members. Ralph and Abbie will manage adding Abbie to the Library bank accounts, including TexPool. Vickie will begin work on the required investment officer training online.
5. The next regular meeting of the Board of Trustees will be held via Zoom April 8 at 6pm, pending the availability of the auditor to present the annual audit.

Abbie moved, Rene seconded adjournment. With unanimous approval, the meeting adjourned at 7:19pm.