

WELLS BRANCH COMMUNITY LIBRARY DISTRICT MINUTES
Monday, January 30, 2020

Meeting began 6:40m. Present were Board Members Faye Cormier, Ralph Simon, and Christine Bloemsma, as well as Library Director Donita Ward. Board attendance constituted a quorum. No citizens present.

Reports:

1. Secretary report, to include minutes from previous meeting. Ralph moved, Faye seconded approval of the minutes. Unanimous approval.
2. Treasurer's report, including reports to refer to audit
3. Friends of the Library report. Liaison not present. Garage sale booths avail. Renew your dues!
4. Director's Report
5. Committee/Workgroup Reports - none

Christine moved, Ralph seconded to accept Treasurer's reports and Director's report without change. Unanimous approval.

Action Items:

1. Discuss and take action on new umbrella policy to incorporate circulation, collection development, donations, EReaders, Launchpads, homebound services and fines & fees. Christine moved, Faye seconded acceptance of the merged policies as presented. Unanimous approval.
2. Discuss and take action on collection and submission of sales tax for patron printing and copying. Ralph moved acceptance of updated policy. Christine seconded. Unanimous approval.
3. Discuss and take action on facility maintenance (repair and or remodel) issues, to include budget amendments and closures if necessary. Proposed we extend the Memorial Day Library closure to include Tuesday, May 26 to complete the work. For staff, Tuesday will be a workday. Ralph moved to close May 26 for this purpose. Christine seconded. Unanimous approval.
4. Discuss and take action on offices and committee appointments for trustees. With two trustees not present, Christine moved to table this discussion. Faye seconded. Unanimous approval.
5. Discuss and take action on Staff/Board Retreat in 2020. Narrowed options to April 19 for staff and board retreat, 21 and 22 for board and manager workday. Christine will check with board members not present and we'll finalize dates, send invitations via e-mail.

Trustee items or announcements:

Discussed requirements for board members - attendance requirements, engagement expectations. The next meeting will be Apr 9 at 6:30pm.

Christine moved to adjourn, Ralph seconded. With unanimous approval, the meeting ended at 7:41pm.