

## WELLS BRANCH COMMUNITY LIBRARY

### Board of Trustees Minutes

October 23, 2024

Meeting was held in person at the library and was called to order at 7:08PM. Attended by Board Members: Matt Bucher, Jennifer Christmas, Abbie Joffrain, Derek Mahnke, and Jane Marawar; Library Director Donita Ward; Friends of the Library Doug Schwartz.

Community member attendance: Jennifer Klein.

Board attendance constituted a quorum.

#### Reports:

1. Secretary report posted online for 6/25 and 9/3 were posted to the website.
2. Treasurer's reports consisting of documents posted on Wells Branch Library website.
3. Director's report was posted on the website. Donita Ward specifically called attention to the upcoming memberships for Thinkery Museum and Wildflower facility, and a new eRead program.
4. Friends of Library- Doug provided an update on FOL activities which were recaps from their meetings and review of National Night Out and Trunk or Treat participation.
5. Architecture/Expansion Committee- Donita Ward and Abbie Joffrain hosted an open forum for patrons to review and ask questions on the renovations, but there was very little attendance. The MUD final stance on the project was received via email stating that the MUD did not need any information or meetings regarding the project as that the building is sole property of the library; without any changes to the footprint, there was no need for MUD involvement. The committee held a meeting with 720 to review final wants and plans to be recorded as well as meet the leads for the project from 720. A CMAR bid will be posted on 12/2, RFQ on 12/12 and review with 720 with collected information on the bids on 12/18.

Motion to accept all reports that were posted online by Jennifer Christmas, 2nd Derek Mahnke, unanimous approval..

#### Consent Items

- HRA Policy updated online.

Motion to accept policy by Derek Mahnke, 2nd Matt Bucher, unanimous approval.

#### Action Items:

1. Call for General Election- Canvas date to review and accept election results was set for 11/19 at 4PM. Elected Trustees will be sworn in during the January 2025 meeting. Motion to accept these dates from Jane Marawar, 2nd Derek Mahnke, unanimous approval.
2. Facility expansion and renovation- No Action.

3. 2025 Draft Budget- Motion to accept posted 2025 Budget from Derek Mahnke, 2nd Jennifer Christmas, unanimous approval.

Board moved to Closed Session to discuss Action Item 4.

4. Director's Annual Review and year end bonuses- Increase to year end bonuses of 5% YOY. Total amount of \$34,600 to be split as follows \$12,00 to Director and the remaining 70% (\$22,600) to be split among staff utilizing the of level and hours utilized in past years. Motion from Derek Mahnke, 2nd Jane Marawar, unanimous approval.

Board returned from Closed session.

5. Facility Issues, personnel considerations or budget- Future agenda item is needed to change the by-laws regarding Director candidates; remove wording that states the Director must live within the District. Director to investigate cost and ramifications of the facility increasing staff levels based on community growth; the Board does not have detail on what the effect would be but there is indication that staff levels may need to be adjusted in the future. Motion to accept from Derek Mahnke, 2nd Matt Bucher, unanimous approval.

#### Trustee Items

1. Announcements- Trustee Abbie Joffrain provided an update on discussion from TLA including the upcoming session for State Legislators.
2. Future agenda items- Change in by-laws regarding requirement for Director to live in-District; swear in elected trustees
3. Next meeting is scheduled for January 9 at 7PM
4. Deliverables- Donita Ward to provide synopsis of cost and needed changes if the need to increase staff were to arise.

Meeting was adjourned at 9:01PM