

WELLS BRANCH COMMUNITY LIBRARY

Board of Trustees Minutes

Thursday, February 22, 2024

Meeting was held in person at the library and was called to order at 7:10PM. Attended by Board Members: Matt Bucher, Jennifer Christmas, Abbie Joffrain, Derek Mahnke, Jane Marawar, and Library Director Donita Ward. Doug Schwartz representing Friends of the Library (FOL).

Board attendance constituted a quorum.

Reports:

1. Secretary report consisting of minutes posted on Wells Branch Library website.
2. Treasurer's reports consisting of documents posted on Wells Branch Library website.
3. Director's reports consisting of documents posted on Wells Branch Library website.
 - a. A specific call out was made regarding the work being made on a calendar creation for reference of Director's duties.
4. Friends of Library
 - a. Doug reported that the FOL requested clarification on the needed tax forms for FOL.
5. Architectural Expansion and Improvement Committee- this report was tabled to action items by unanimous vote.

Motion to accept reports by Jennifer Christmas, 2nd Jane Marawar, unanimous approval.

Consent Items: The following reports were and updated and due for renewal by the board vote.

- TexShare Policy
- Interlibrary Loan Policy
- Circulation and Collection Policy
- Records Management Policy

Motion to accept changes to these policies by Matt Bucher, 2nd Derek Mahnke, unanimous approval.

Action Items:

1. The slate of trustee offices accepted; needing training was assigned and forms were signed by trustees.
2. Discussion was opened regarding expansion/renovation. Jennifer Christmas provided an update that securing a third-party structural engineer was unsuccessful due to their own company policies or the size of the work requested. A discussion was opened to seek further information from 720 Design and gain more understanding on the building limitations that were discovered by their hired engineer. The board agreed to ask for more information and gain more knowledge from the services that had already been secured and paid for through 720 and determine what were the appropriate next steps in pursuing the renovation. Jennifer Christmas would schedule a meeting with 720 for the committee next. Motion to defer action but receive a report in April by Matt Bucher, 2nd Jane Marawar, unanimous approval.

3. The board discussed closing the RBFCU account based on security concerns and no longer needing this secondary account. Motion by Derek Mahnke to close the account and move funds to the library's Regions account, 2nd Matt Bucher, unanimous approval.
4. Discussion on facility closure to allow the WBNA to host their Art Walk on premise. Motion by Derek Mahnke to approve request of Fall event on September 28 and second optional summer event on Memorial Day, 2nd Abbie Joffrain, unanimous approval.

Trustee Items:

1. Announcements- none.
2. Future agenda items- Derek Mahnke requested future discussion on adding an additional board member as a bank signor in case of emergency.
3. Next meeting scheduled for April 4 at 7PM.
4. Deliverables- Jennifer Christmas to schedule meeting with AE&I Committee with 720 Design.

Motion to adjourn at 8:33PM by Jane Marawar, 2nd Abbie Joffrain, unanimous approval.