WELLS BRANCH COMMUNITY LIBRARY

Board of Trustees Minutes

June 25, 2024

Meeting was held in person at the library and was called to order at 7:03PM. 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.

Board attendance constituted a quorum.

Reports:

1. Secretary report consisting of minutes from April 4, 2024 minutes were amended to include missing voting details on adding a new bank signer and motion for Trustee Items. President Abbie Joffrain approved amended minutes, Motion by Matt Bucher to accept Secretary reports with amendments, 2nd by Jane Marawar, unanimous approval.
2. Treasurer’s reports consisting of documents posted on Wells Branch Library website; newly acquired HdL services for sales tax auditing reports also posted online with confidential information redacted. Motion from Matt Bucher to accept Treasurer Report, 2nd Jennifer Christmas, unanimous approval.
3. Director’s reports consisting of documents posted on Wells Branch Library website. Motion from Jennifer Christmas to approve Director’s report, 2nd Matt Bucher, unanimous approval..
4. Friends of Library- Doug inquired on ideas for an FOL informational binder to be used at locations in the community. The Trustees and Director provided various ideas on what library users and the general community might find helpful or seek information on the most. FOL is investigating ways to “spread the word” on activities, programs and offerings at the library. Derek motioned to accept and close the FOL discussion, 2nd MAtt Bucher, unanimous approval.
5. Architecture/Expansion Committee- motion to table report and include with Action Item #2 by Jennifer; 2nd Derek Mahnke, unanimous approval..

Consent Items

* Addendum B of the Collection and Circulation Policy- unchanged from posted policy, last updated February 2024
* Conduct Policy- unchanged from posted policy
* Investment Policy and Procurement Policy- both unchanged

Motion to accept policies by Matt Bucher, 2nd Jane Marawar, unanimous approval

Action Items:

1. Call for General Election- Motion by Matt Bucher to empower Library Director to serve as Election Official and cancel election if not more than 3 candidates apply, but to proceed with election as necessary if more than 3 candidates apply for the 3 seats up for election in the 2024 cycle, 2nd Derek Mahnke, unanimous approval.
2. Facility expansion and renovation- the committee updated on the final estimate of the renovation cost to be $4.2 million. Currently the library is earning via interest and sales tax income that would lend to having about $3million in savings by completion in 2026. The committee is seeking approval to continue plans for renovation and enter a contract with 720 design. Committee is pursuing a plan for construction to only impact portions of the library and remain open Motion from Derek Mahnke to authorize the committee to move forward with 720 Design, 2nd Matt Bucher. Discussion before vote included requesting a scope creep study, timeline and investigating areas of importance for priority to remain on budget. Vote received unanimous approval.
3. Bank Signing Approval- Motion to add Secretary position as authorized bank signer inorder to alleviate pressure from two current roles of Treasurer and President by Derek Mahnke, 2nd Mat Bucher, unanimous approval.
4. No facility issues or adjustments discussed.

Trustee Items

1. Announcements- Trustee Jennifer Christmas made note of cyber security training, Derek Mahnke reiterated that no banking information should ever be received via email and to consider any requests fraudulent. Matt Bucher announced that he is stepping into the role of PTA President at Deerpark Middle School.
2. Future agenda items- Services Policy, ByLaws and Personnel to be completed in October.
3. Next meeting is scheduled for September 3 at 7PM.
4. Deliverables- Jennifer to be added to bank, identify community member for AE&I Committee.

Motion to adjourn by Jennifer Christmas, 2nd Jane Marawar, unanimous approval. Meeting adjourned at 8:58pm..