

**WELLS BRANCH COMMUNITY LIBRARY DISTRICT**

**Meeting Minutes**

**Tuesday, October 27, 2020 at 6:00 pm**

**Trustees Present: Faye Cormier, Ralph Simon, Kim Belcik**

**Others Present: Donita Ward (Library Director), Rene Vera (trustee candidate)**

*Meeting was called to order at 6:08 by President Faye Cormier.*

**Citizen Comment- None**

**Reports-** *Ralph moved to accept reports as presented, Kim seconded. There was discussion of the treasurer's report as submitted by the director relating to income and projected financials. There was discussion of the director's report concerning programs and services being offered. Motion to accept reports passed unanimously.*

**Action Items:**

1. Discuss and take action on library response to current events and pandemic.

*No action taken.*

2. Discuss and take action on 2020 Director Review.

*Board President and Director met previous to last meeting to discuss the year past and upcoming.*

*Some 2020 goals, specifically the launch of a Library Ambassador program and creation of a new Long Range Plan, were put aside as unattainable during closure and unpredictable times. Some 2020 goals, specifically the streamlining of all library policies and the improvement of team culture and morale, were completed. Goals for 2021 are fluid but will include staged reopening and redevelopment of as many services as can safely and reasonably be offered. Trustees met with library staff between last meeting and this to discuss director's performance, strengths and areas for improvement. Feedback was positive. Ralph moved to accept director's review. Kim seconded. Motion passed unanimously.*

3. Discuss and take action on facility maintenance (repair and or remodel) issues, to include budget amendments and closures if necessary.

*No action taken.*

4. Discuss and take action on a General Election on the uniform election date in November 2020.

*No action taken. There was discussion concerning the methodology of putting someone into office if one of the candidates elected does not accept the position. Trustees can appoint the candidate not elected to fill the empty position.*

**Trustee items:**

1. Announcements by Board members; none

2. Future agenda items:

*Personnel Policy, HRA Policy, and ByLaws are due for confirmation annually at year end.*

*December meeting will include Trustee Oaths of Office, determining officers, and administration of the Trustee Code of Ethics.*

3. Set the time and date for the next meeting

*Nov 17 at 12noon for Canvass- very short meeting, no reports*

*Dec 2 at 6pm for regular meeting*

4. Assign deliverables, including committee tasks and reports, for the next meeting.

*none*

Minutes written and submitted by Donita Ward, Library Director