WELLS BRANCH COMMUNITY LIBRARY DISTRICT

Board of Trustees Minutes

May 13, 2025

Meeting was held in person at the library and was called to order at 11:59 a.m.

Attended by Board Members:  Abbie Joffrain, Derek Mahnke, Jennifer Klein, Matt Bucher and Elizabeth Martin; Library Director Donita Ward

Board attendance constituted a quorum.

Citizen Comment: Yvette Shelton, Angela Orth, and Nancy Loomis each spoke on behalf of the Women, Wine, and Words book club. Each spoke in favor of continuing the policy of allowing the book club to meet at the library and each spoke against changing any alcohol policy at the library.

Reports:

1. Secretary report and minutes reviewed. Jennifer Klein moved to accept the report, Derek Mahnke seconded, motion passed unanimously.
2. Treasurer’s reports consisting of documents posted on Wells Branch Library website, submitted and presented by Jennifer Klein. Report presented include detail on renovation costs so far. Elizabeth Martin moved to accept the report, Derek Mahnke seconded, motion passed unanimously.
3. Derek Mahnke moved to table discussion of the alcohol policy and book clubs until the next board meeting. Jennifer Klein seconded, motion passed unanimously.
4. Director’s report was posted on the website and presented by Donita. Derek Mahnke moved to accept the directors report. Elizabeth Martin seconded, motion passed unanimously.
5. Communications committee report presented by Matt Bucher. Stakeholder survey sent out, likes & dislikes survey for rebranding work sent to remaining trustees. No action items related to rebranding at this meeting. Derek Mahnke moved to accept the report, Jennifer Klein seconded, motion passed unanimously.
6. Architectural Expansion and Improvement Committee Report presented by Derek Mahnke. Final page turn meeting in June, additional meetings related to lighting, furniture, data, etc. also scheduled soon. New signage relating to renovation is now in place. Some discussion about adding a new Library sign at the street, to coincide with new logo. Some discussion about color palettes. Matt Bucher moved to accept the report, Jennifer Klein seconded, motion passed unanimously.

Consent Items

Investment policy – one typo fixed

Procurement policy – one change to bidding process and $10,000 limit

Matt Bucher moved to accept the updated policies, Derek Mahnke seconded, motion passed unanimously.

Action Items:

1. Discuss and take action on marketing and branding. – Deferred, no action taken at this time.
2. Discuss and take action on financial procedures for large payments. ACH authorization form created for payments over $10,000. Some debate about adding 2 or 3 vendors to ACH system and all expenditures vs capital expenses. This is reflected in changes to the director’s report. Derek Mahnke moved to accept the revised Director’s report, Elizabeth Martin seconded, motion passed unanimously.
3. Call an election for two (2) trustees to take place on the general election date in November 2025. Derek Mahnke moved to call the election, Jennifer Klein seconded, motion passed unanimously.
4. Discuss and take action on facilities issues, personnel considerations, closures, and/or budget adjustments. Two AC units need coolant to be recharged. No Assistant Director job description created or posted yet. No action taken.

Trustee items

* Jennifer Klein raised a question about the Spice of the Month club eating on the patio versus eating indoors. Some discussion about the food and drink policy. The question was ruled out of order.
* Future meeting scheduled for June 24 at 7pm.

The board went into executive session at 1:22 p.m. and closed the executive session at 1:46 p.m.

Future agenda items: discuss budget for Trustee training

Meeting adjourned at 1:52 p.m.

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Matt Bucher Date Abigail Joffrain Date

Secretary President