WELLS BRANCH COMMUNITY LIBRARY DISTRICT

Board of Trustees Minutes

June 24, 2025

Meeting was held in person at the library and was called to order at 7:01p.m.

Attended by Board Members:  Abbie Joffrain, Derek Mahnke, Jennifer Klein, Matt Bucher and Elizabeth Martin; Library Director Donita Ward; Friends of the Library representative Doug Schwartz

Board attendance constituted a quorum.

Citizen Comment: Yvette Shelton, Kathy Kegley, Rhonda Olsen, and Diane McGheen 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. Some discussion here about the book club being a library-sponsored activity rather than a Library activity/event and how such policies apply. Book club members are happy with the outcome of the discussion.

Reports:

1. Secretary report and minutes reviewed, as posted online.
2. Treasurer’s reports consisting of documents posted on Wells Branch Library website, submitted and presented by Jennifer Klein. Report presented include detail on tax revenue and renovation costs so far.
3. Director’s report was posted on the website and presented by Donita Ward. She reviewed legislative updates, some involving potential changes to notaries, and gave an update on the posted position of Assistant Director of the Library.
4. Friends of the Library – Doug gave an update that the FOL would be represented at the upcoming neighborhood Fourthfest, and confirmed that their next meeting would be July 14, to be attended by Trustee Martin.
5. Communications committee report presented by Matt Bucher and Elizabeth Martin. Logos for the second round of the rebranding project were reviewed by the Board with feedback provided. Next round of designs should lock down which font / type treatment by July 8, with that information shared with the architectural expansion committee for signage purposes and consistency.
6. Architectural Expansion and Improvement Committee Report presented by Derek Mahnke. Final page turn meeting was reviewed, including discussion of new design, floor plans, and renderings. Carpet samples and paint colors were available for Trustees to examine and review. Some discussion about dropping the word “Community” from branding and signage. It was agreed to have the main sign and logo read simply “Wells Branch Library.” Jennifer Klein asked about shelving – on track for August installation. Derek proposed planning a groundbreaking ceremony for late September.
7. Derek Mahnke moved to accept all the reports as presented, Elizabeth Martin seconded, motion passed unanimously.

Consent Items

Conduct policy – updated to include new language about intimidation:

**Anti-Harassment**

The Wells Branch Community Library has a zero tolerance policy concerning harassment. Any type of harassment or intimidation of any person is unacceptable. Abusive or aggressive language and/or behavior toward the staff or anyone else will not be tolerated. Any person behaving in a way that is perceived as abusive or threatening will be immediately removed from the library by staff or the Travis County Sheriff. Unacceptable intimidation behaviors include but are not limited to staring, inappropriate questions/comments, and failure to respect personal physical boundaries.

Derek Mahnke moved to accept the updated policy, Matt Bucher seconded, motion passed. Some discussion about the process for updating policies. Jennifer Klein requested that any proposed text be provided to Trustees in advance of the meeting.

Action Items:

1. Discuss and take action on marketing and branding. – Deferred, no action taken at this time.
2. Discuss and take action on renovation plans. No action taken.
3. Follow up on discussion regarding alcohol policy at programs. Abbie Joffrain proposed adding a new line in Services Policy, under Programming, requiring TABC certification for any event or group interested in serving alcohol at the Library. Added to agenda for next Board meeting
4. Discuss and take action on establishing a budget and goals for future Trustee training. Derek Mahnke moved to direct the Board President and Library Director to research options for in-person Trustee training. Matt Bucher seconded the motion, motion passed unanimously.
5. Discuss and take action on facilities issues, personnel considerations, closures, and/or budget adjustments. Derek Mahnke moved to replace AC unit #8, Abbie Joffrain seconded the motion, motion passed unanimously. Matt Bucher moved to authorize up to a 10% variance during salary negotiations with potential Assistant Director candidate. Jennifer Klein seconded the motion, motion passed unanimously. Derek Mahnke moved to authorize the Library Director to close the library building to the public for the period of time necessary to install new shelving, with the understanding that most programs and services will continue in the remaining available spaces, including reservation by checkout; and it is expected that this closure would take place in August 2025 and that all possible notice will be given to the community, but dates will necessarily remain fluid and with public safety in mind. Matt Bucher seconded the motion, motion passed unanimously.

Trustee items

* Derek Mahnke requested a plan for the groundbreaking ceremony for the renovation and asked that it be added to the next agenda.
* Next Board of Trustees meeting scheduled for August 19 at 7pm.

Meeting adjourned at 9:30 p.m.

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Matt Bucher Date Abigail Joffrain Date

Secretary President