WELLS BRANCH COMMUNITY LIBRARY DISTRICT

Board of Trustees Minutes

February 25, 2025

Meeting was held in person at the library and was called to order at 7:05 p.m.

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

Board attendance constituted a quorum.

No citizen comments

Reports:

1. Secretary report and minutes submitted by Matt Bucher.
2. Treasurer’s reports consisting of documents posted on Wells Branch Library website, submitted and presented by Jennifer Klein, including new summary sheet.
3. Director’s report was posted on the website. Items discussed included:
   1. Some discussion about adding the Assistant Director role
   2. Beanstack training program from volunteers or anyone speaking publicly for the Library
   3. Weeding of collection – Board was amenable to the plan presented in the report
   4. Discussion about notaries and availability – some documents cannot be notarized
4. Friends of Library- updated report from annual meeting. Joan Mead will be re-launching the “What to Read Next” column for the neighborhood newsletter.
5. Architecture/Expansion Committee—some requests from Board members to provide more detail on existing meetings with 720 Design and/or Fransen Pittman as construction manager at risk (CMAR); request to detail out renovation expenses to date; some discussion about adding an additional citizen to the A/E Committee. Question from the community about adding electric vehicle chargers to the parking lot. Donita volunteered to contact the MUD about any limitations or opportunities to pursue this idea further, as well as to check to see if any other special library districts have installed EV chargers.

Motion to accept all reports that were posted online by Jennifer Klein, 2nd by Elizabeth Martin, unanimous approval.

Consent Items

Texshare policy, Interlibrary Loan Policy, and Records Management Policy up for renewal. Derek Mahnke moved and Matt Bucher seconded to accept the consent items as updated. Motion passed with unanimous approval.

Action Items:

1. Discuss and take action on updated to the circulation and collection policy. Agreement to update the policy based on Director’s recommendations. Derek Mahnke moved to accept the updated policy and Jennifer Klein seconded. Motion passed unanimously.
2. Discuss and take action on plan for Trustee attendance at 2025 Friends of Library meetings. Abbie Joffrain to attend in March, Matt Bucher to attend in April, Derek Mahnke in May, Jennifer Klein in June, Elizabeth Martin in July, Abbie Joffrain in August, Matt Bucher in September, Derek Mahnke in October, Jennifer Klein in November, and Elizabeth Martin in December. Plan approved, subject to change if necessary. Jennifer Klein moved to accept the FOL liaison plan, Derek Mahnke seconded, motion passed unanimously.
3. Discuss and take action on plans for facility expansion or renovation. Some discussion about timelines and upcoming meetings. No action taken.
4. Discuss and take action on marketing and branding options. Matt Bucher presented a rebranding plan, with one proposal from a vendor in hand. No action taken; awaiting proposals from two additional vendors before assigning funds to contract with a vendor for design services.
5. Discuss and take action on changes to banking procedures to potentially include automatic transfers and closing an account at Regions Bank. Derek Mahnke moved to accept the plan from the Treasurer, Matt Bucher seconded. Motion passed unanimously.
6. Discuss and take action on facilities issues, personnel considerations, closures, and/or budget adjustments. No action taken.

Trustee items

* No Trustee times presented.
* Audit meeting scheduled for April 8 at 7pm
* Future meeting scheduled for June 24

Meeting adjourned at 8:50 p.m.

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Matt Bucher Date Abigail Joffrain Date

Secretary President