

**WELLS BRANCH COMMUNITY LIBRARY DISTRICT MEETING MINUTES**  
**Thursday, August 8, 2019 at 6:30pm**

Meeting began at 6:34pm. Present were board members Faye Cormier, Ralph Simon, Lindsay Martinez, Kim Belcik, Christine Bloemsma. Library Director Donita Ward was in attendance. No citizens attended.

**Reports:**

1. Secretary report, to include minutes from previous meeting
2. Treasurer's report, including reports to refer to audit
3. Friends of the Library report
4. Director's Report
5. Committee/Workgroup Reports

Christine moved and Lindsay seconded acceptance of all reports without change. Unanimous approval.

**Action Items:**

1. Call a General Election to elect two trustees on the uniform election date of November 5, 2019 to be contracted with Travis County. Christine moved, Ralph seconded. Unanimous approval.
2. Discuss and take action on potential renovations to include finding a consultant for a capital campaign. One candidate is Molly Butler, Beacon consulting - mutually agreed we're not ready. Suggested: a) peel off a project - teen area - get the community excited about a project, get our feet under us development-wise b) grant projects for small items so the relationships are built. And next, c) Austin Community Foundation manages fundraising and advising—can they help us?
3. Discuss and take action on facility maintenance and repair issues, to include budget amendments if necessary. Req to add \$5000 to landscape maintenance for lawn sprinkler improvement as described in board report. Replacement furniture is arriving for some main library areas. Req to add \$26,000 to special improvements for Boardroom conversion (2 into 1 larger) and water bottle refill station at library entrance. Only one company of several approached submitted a bid to do the work. There may be a need to replace flooring or furniture, which would be outside the scope of the quote. Ralph moved we transfer \$100,000 to cover these projects and expected "final touches" not detailed in this plan. Faye seconded. Unanimous approval.
4. Discuss and take action on updates to the Volunteer Policy. Christine moved approval of updated policy. Faye seconded. Unanimous approval.
5. Discuss and take action on annual retreat to include potential library closure. Discussed several options for a retreat, from purely social to off-site team-building and problem-solving (challenge course style). Agreed on a hybrid team-building and educational workshop, preferably off-site but in or near Wells Branch. Agreed to schedule this for January as it will take some time to plan, invite moderators and speakers, etc. In the meantime, planning a smaller, simpler social before Thanksgiving. This will be a potluck (families included) followed by a viewing of the movie "The Public" (the movie is not suitable for children). Donita will check staff calendars, looking for a Sunday night after closing that works for most. Christine volunteered to work with a committee of board members, staff, or volunteers to plan the January retreat.

**Trustee items:**

Announcements by Board members: ACC Center for Nonprofit Studies workshop "Show Me the Money: Creating a Fundraising Culture. October 16 from 9-12. \$59. Christine & Lindsay will check for Promo code. The next meeting will be September 25 at 6:30pm.

Ralph moved and Lindsay seconded adjournment. The meeting was adjourned at 7:38pm.