

WELLS BRANCH COMMUNITY LIBRARY DISTRICT MINUTES
Thursday, December 5, 2019

Meeting began 6:33pm. Present were Board Members Ralph Simon, Lindsay Martinez, Kim Belcik, and Christine Bloemsma, as well as Library Director Donita Ward. Board attendance constituted a quorum. No citizens present.

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 of the Nov 11 meeting, where the FOL Board reviewed bylaws, planned membership meeting for Dec 16. With Jeremy's departure, FOL will add Lauren to the email group to ensure communication is clear between FOL and library staff.
4. Director's Report. Thanks to MUD for installing holiday lighting! It was purchased by the Library to match the lighting at the MUD.
 - Budget adjustments proposed.
 - Board agreed to consider new/continued reporting or informational requests of the staff or Director. Will it give actionable info, how much staff labor will be required? If the intent is to research something outside the library, perhaps a board member might assist.
 - Fewer reports, reiterated that only two meetings are required per year and regular meetings might be just every other month. Committee work might be done in the open months.
5. Committee/Workgroup Reports. Currently, no committees or work groups are active; discussed committees which may be established by the Board in 2020.
 - Strategic planning. The Library's current (5-year) long range plan expires at the end of 2020. <https://www.wblibrary.org/about-us/library-policies/NewLongRangePlan.pdf>
 - A Library expansion and/or capital campaign.

Christine moved, Lindsay seconded to accept all reports without change, including approval of budget requests in Directors report. Unanimous approval.

Action Items:

1. Administered Oath of Office to incoming trustees Ralph Simon and Christine Bloemsma.
2. Discuss and take action on offices and committee appointments for trustees. In the absence of the President, tabled until the next meeting.
3. Administer Code of Ethics to all Trustees and collect Conflict of Interest forms.
 - With motion by Lindsay and second by Christine, the board reviewed and unanimously approved the Code of Behavior: <https://www.wblibrary.org/about-us/board-of-trustees/code-of-behavior-for-board-of-trustees-2019.pdf>
 - Conflict disclosure forms were not available at the meeting. Board members to sign and return at the next meeting or before, if convenient. <https://www.ethics.state.tx.us/data/forms/conflict/CIS.pdf>
4. Discuss and take action on facility maintenance and repair issues, to include budget amendments if necessary. No issues to discuss.
5. Discuss and take action on Staff/Board Retreat in January 2020. As Secretary had made no progress on selecting date or venue, tabled until next meeting. Christine and Donita will discuss before next meeting.

Trustee items or announcements:

The Library used to advertise the library in the printed directories of some of the local schools. The schools are no longer offering this. Kudos to staff member Mason for a suggestion to advertise in the performance brochure for *Mamma Mia!* in January.

The next meeting will be January 30 at 6:30pm.

The Wells Branch Cultural Diversity Fair will be held Sunday, February 23. The Library will be represented; discussed highlighting the Library's access to Mango Language. Mango offers lessons in more than 70 languages, including English for ESL learners. Users access their lessons and flashcards to practice memorization and view movie clips to improve comprehension of foreign languages.

Christine moved to adjourn, Lindsay seconded. With unanimous approval, the meeting ended at 7:40pm.