

WELLS BRANCH COMMUNITY LIBRARY DISTRICT MINUTES
Thursday, November 7, 2019

Meeting began 6:25pm. Present were Board Members Faye Cormier, Ralph Simon, Lindsay Martinez, and Christine Bloemsma, and Library Director Donita Ward. 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 —no report; liaison not present
4. Director's Report, including results of the November 5 election; Ralph and Christine re-elected.
5. Committee/Workgroup Reports

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

Action Items:

1. Discuss and take action on Director's annual review to include compensation and 2020 goals. Meeting went into executive session 6:24pm to discuss employee performance, compensation, and goals. Executive session ended at 7:01pm; on return of library director, board assured her of our full confidence and support.
2. Discuss and take action on assigning a budget for 2019 annual bonuses to staff. A total of \$10K in bonus funds will be distributed among staff and managers (below the Director level). Ralph moved, Lindsay seconded to approve the bonus plan as presented. Unanimous approval.
3. Discuss and take action on updates to the Personnel Policy to include consolidation of PTO and renewal of the HRA policy. Board generally approved of the proposed changes, agreed to look once more in draft to improve further by adding inclusive language, including modernized pronouns. Lindsay will mark up document for Donita's review. Christine moved to accept without further review by the board the final version Donita and Lindsay agree on, and Faye seconded. Unanimous approval.
4. Discuss and take action on 2020 budget. Some lines discussed and modified were figures for the outdoor play area, flooring, a general building inspection, and a participation incentive for staff retirement plan. Lindsay moved and Ralph seconded to approve as presented or modified in discussion. Unanimous approval.
5. Discuss and take action on potential renovations to include finding a consultant for a capital campaign. Tabled for a later meeting.
6. Discuss and take action on facility maintenance and repair issues, to include budget amendments if necessary. No action necessary at this time.
7. Discuss and take action on Staff/Board Retreat in January 2020. Tabled for a later meeting.

Trustee items:

Reminded of the invitation to the WBCL volunteer appreciation event Friday Nov 22 at 6pm.

Reminded of the invitation to Armbrust and Brown's holiday open house Friday Dec 6 4:30-7:30pm.

Future agenda items:

- committee structure
- swear in board members
- officer selection for 2020

The next meeting will be December 5 at 6:30pm

Christine moved to adjourn, Faye seconded. With unanimous approval, the meeting ended at 7:53pm.