

**WELLS BRANCH COMMUNITY LIBRARY DISTRICT MINUTES**  
**Wednesday, December 2, 2020**

Meeting began via Zoom application at 6: 05 pm. Present were Board Members Ralph Simon, Lindsay Martinez, Kim Belcik, and Christine Bloemsma, and new Board Members Jennifer Christmas and Rene Vera. Library Director Donita Ward also attended. Board attendance constituted a quorum, and Vice President/ Treasurer Ralph Simon presided. One citizen attended in part, seemed to have technical difficulties, and made no comments.

**Reports:**

1. Secretary report, to include minutes from the October meeting and November canvass meeting.
  2. Treasurer's report, including reports to refer to audit
  3. Director's Report.
- Christine moved, Lindsay seconded the approval of all three reports. Unanimous approval.

**Action Items:**

1. Discuss and take action on library response to current events and pandemic. No action taken, as we have approved plans in place for each of the county's stages. This is to remain on the agenda, in case something unanticipated requires discussion.
2. Discuss and take action on letter of engagement for 2020 audit. No action needed.
3. Discuss and take action of facility maintenance issues, to include budget amendments and closures if necessary. No action needed.
4. Administered Oath of Office to the three trustees elected in the November election: Lindsay Martinez, Rene Vera, and Jennifer Christmas.
5. Assign offices to trustees. After some discussion of the positions on the board, given Lindsay Martinez' resignation, final action was not taken. For the time being, Ralph will be President and Christine will be Secretary with Rene serving as Vice President and Jennifer as the FoL Liaison. These positions are temporary and will be redistributed at a later meeting. Christine moved to table the final decisions until a replacement board member is appointed. Ralph seconded. Unanimous approval.
6. Discuss and take action on WBCLD ByLaws, Personnel Policy, HRA Policy, and Trustee Code of Ethics. In discussion of the Personnel Policy, the Board approved five new holiday closures/paid holidays: MLK Day, Juneteenth, President's Day, Indigenous People's Day and Veteran's Day. There was a discussion of strengthening the "fraud" statements to include a responsibility to the community to report serious instances of fraud to law enforcement. Some suggestions were made in other parts of the policy, including reporting requirements for harassment and some emphasis/proofreading. Other than dates, no alterations were needed to the HRA Policy. Christine moved and Lindsay seconded approval of the policies as amended in discussion. Unanimous approval.

Announcements by Board members: Ralph reminded the Board of the December 14 Friends of the Library annual meeting.

The next meeting of the Board of Trustees will be held via Zoom (link to be posted on Board page of the Library Website) on January 13, 2021 at 6:30pm.

Christine moved, Jennifer seconded adjournment. With unanimous approval, the meeting adjourned at 7:34pm.