

WELLS BRANCH COMMUNITY LIBRARY DISTRICT MINUTES
Monday, July 20, 2020

Meeting began via Zoom application at 6:36pm. Present were Board Members Faye Cormier, Ralph Simon, Lindsay Martinez, Kim Belcik, and Christine Bloemsma, as well as Library Director Donita Ward and Library staff member Brittany Patrick. Board attendance constituted a quorum. No community members present.

Reports:

1. Secretary report, to include minutes from previous meeting - clarification that August's meeting will be at 6pm rather than 6:30pm.
 2. Treasurer's report, including reports to refer to audit
 3. Friends of the Library report - A really nice contribution came to the FOL with a corporate match from Medtronic!
 4. Director's Report
- Ralph moved, Lindsay seconded to approve all reports as presented. Unanimous approval.

Action Items:

1. Discuss and take action on renewal of Procurement Policy and Investment Policy.
2. Discuss and take action on Public Conduct Policy proposed to replace current Patron Behavior Policy, Complaint Policy, Safety Policy and Volunteer Policy. Modification proposed to include anti-retaliatory language in connection to complaints. Lindsay will draft.
—Ralph moved, Kim seconded to approve the policies as written/amended, with unanimous approval
3. Discuss and take action on library response to current events and pandemic. It is hoped, if Travis County moves to Level 3, we may be able to make computers available by appointment. If the County moves to Level 2, we may be able to open the lobby in limited fashion. Christine moved, Ralph seconded to approve the Updated Extended Emergency Closure Policy as submitted. Unanimous approval.
4. Discuss and take action on facility maintenance (repair and or remodel) issues, to include budget amendments and closures if necessary. The team in making improvements in the children's room will measure and submit a proposal for the new reception/service desk area (smaller, leaving more usable library space). We had considered a professional patron satisfaction survey/patron interest survey. Early investigations yielded an offer to complete a survey for \$5K or more. The scope may not be large enough for the price; we will continue to search for a vendor. Power washing is scheduled for the coming week or so of the sidewalks - staff will also look at some areas where the discoloration on the stone should be addressed. There was a brief discussion of 2021 holidays, which board agreed to look at closer to the end of the year. —No budget amendments or closures to staff will be required for any of these projects as yet.
5. Discuss and take action on delays & extensions to the planning retreat and Long Range Plan. There is "prep work" each of the Trustees can be doing. As we move into fall, we may need to have a workgroup prepare a draft, without an extensive retreat/group work. No action taken at this time.
6. Discuss and take action on a General Election on the uniform election date in November 2020. Three positions will be up for re-election. If we have three or fewer candidates, there will not be a need to place on the ballot; for four or more, the library election will appear on the ballots to be voted upon by citizens in the Library District. No action required until the filing deadline; Donita will advise the county.

Trustee items:

1. Reminder of the learning opportunity August 13 with the Paulina Artieda, Executive Director of The New Philanthropists. Board agreed to make a \$200 donation to the group as an honorarium and a "thank you" for her time.
3. The next regular board meeting will be August 24 at 6pm.
4. Christine reminded that at the next meeting, we'll return to a discussion of committees/task forces/workgroups that could be convened to bring community, staff, and board together on topics of importance and action.
5. Lindsay reminded everyone to watch for the Library's "Craft-along" events.

Christine moved, Ralph seconded adjournment. Unanimous approval. The meeting ended at 7:49pm.