

WELLS BRANCH COMMUNITY LIBRARY DISTRICT MINUTES
Tuesday, Sept 29, 2020

Meeting began via Zoom application at 6:05 pm. Present were Board Members Faye Cormier, Ralph Simon, Lindsay Martinez, Kim Belcik, and Christine Bloemsma, as well as Library Director Donita Ward. Board attendance constituted a quorum. Citizen Jennifer Figueroa attended in part, made no comments.

Reports:

1. Secretary report, to include minutes from previous meeting(s). Kim moved, Lindsay seconded approval of the July and August minutes. Unanimous approval.
2. Treasurer's report, including reports to refer to audit
3. Director's Report. Christine moved, Lindsay seconded the approval of the Treasurer's report and Director's report. Unanimous approval.

Action Items:

1. Discuss and take action on participation in the Association of Community Library Districts (ACLD). This will commit to a partnership with other CLDs to hire representatives to follow the 2021 Legislature and watch for, advise on any measures which might impact Districts such as ours. Christine moved, Kim seconded approval. Unanimous agreement.
2. Discuss and take action on creation of sub-groups to address specific tasks such as 2021 budget, diversity, or pandemic response. Will table this activity until the new Board is in place. Ralph and the Finance Committee will be available for any budget discussions.
3. Discuss and take action on library response to current events and pandemic. Agreed our current plan is appropriate, no action needed until the County changes the current "stage" of [Covid-19] alert.
4. Discuss and take action on
 - a. Drafts of 2021 budget. Board agreed largely with a conservative revenue assessment for 2021, given the uncertainty of things. Recommendations were to add funds to Board Miscellaneous to have available to proceed with TNP program or other such board development, and to assume more funds will be required for "startup" when that day comes—to purchase materials (physical or digital), respond to a renewed interest at reopening, and to anticipate new programming or space needs when patrons can return. Ralph moved and Lindsay seconded approval of the budget once amended per our discussion. Unanimous approval.
 - b. 2020 Director Review. Board was in Executive Session from 6:50-7:15pm for discussion of employee review. Upon return from executive session, Board shared their gratitude and satisfaction with the Library Staff and Director for exercising great creativity and flexibility to keep the Library relevant to patrons through the Covid closure. Board members will schedule an appointment to meet via phone or zoom with the three managers to complete a feedback session, as it is felt we have less of a "pulse" of the Library than usual since it's been closed most of the year. These results will be shared and review discussion will conclude at the next meeting of the board.
5. Discuss and take action on facility maintenance (repair and or remodel) issues, to include budget amendments and closures if necessary. No action needed.
6. Discuss and take action on a General Election on the uniform election date in November 2020. Travis County estimate is \$31,818, with \$15,909 due now. The County is looking for cost-offsetting grants, etc; we should otherwise expect to be billed the full amount after the election.

Announcements by Board members: Lindsay Martinez expects to complete her service at the end of this term, leaving three candidates for three positions. In making transition plans, she and Ralph Simon will consider shifting offices, currently Treasurer and Vice President, respectively. This will allow for an easy transition of bank account access, etc.

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 October 27 at 6pm.

Ralph moved, Lindsay seconded adjournment. With unanimous approval, the meeting adjourned at 7:32pm.