

**WELLS BRANCH COMMUNITY LIBRARY DISTRICT MINUTES**  
**Thursday, April 8, 2021**

Meeting began via Zoom application at 6:03 pm. Present were Board Members Ralph Simon, Abbie Joffrain, Jennifer Christmas, and Rene Vera. Investment officer Vickie Liu and Library Director Donita Ward attended. Board attendance constituted a quorum. No citizens attended.

**Reports:**

1. Secretary report, minutes of March meeting.
2. Treasurer's report.
3. Director's report.

Reports are available on the Library website, Board of Trustees page. Abbie moved acceptance of reports as presented, Jennifer seconded. Unanimous approval.

**Action Items:**

1. Discuss and take action on annual audit as presented by Gary Davis. He explained that his audit report was positive, then called Board attention to a few specifics. Page 23 - is a budgetary comparison schedule which shows the library districts net change: half a million dollar increase to funds, the equivalent of three years of operating expenditures. Most government entities have 3 months of expenditures; in the year we've had, many could have used a year or more. We are in a fortunate position. Next, Gary pointed out the two different versions of the reporting, a government-wide (quasi-corporate) reporting and budget-based funds reporting. Going forward, the distinction is unnecessary, and the library will report only on a budget basis like most governments. In the audit report section addressed to trustees, labeled required communications, notable corrections or audit adjustments are disclosed. Gary explained one adjustment of approximately \$32K. There was a step missed in bookkeeping—healthcare withholding (employee portion for PT employees over two years) was secured, then funds were used to pay their insurance. The one bookkeeping step that would have shown the insurance payment coming directly from those funds was missed, and has now been rectified with an audit adjustment. Abbie moved to accept the report of the auditor as presented. Jennifer seconded, to unanimous approval.
2. Discuss and take action on quote for replacement of carpeting and two service desks to include relocation of shelving. The bid was \$194K. Of that, \$100K is already in the special improvements budget. Another \$100K will need to be moved from income into special improvements. Abbie moved to transfer the funds, Jennifer seconded, and the motion passed with unanimous approval.
3. Discuss and take action on library response to current events and the pandemic;— plans are in place for changes in county "stage" improvements. Donita reviewed the plans for tiered re-opening of services when public health guidance suggests it is prudent. It's hoped this will happen as soon as mid-May, starting by opening the lobby M-F 10am-1pm. Later afternoon and weekends, the staff would continue to offer contact-free services and keep computer appointments. Any programs, for at least some time, will be outdoor programs. No action needed.
4. Discuss and take action on facility maintenance (repair and/or remodel), including budget amendments and closures if necessary. Nothing as yet. Donita is soliciting bids for the permanent replacement/reglazing of two front windows damaged by vandalism.

**Trustee Items:**

- Agenda items: Procurement policy, investment policy, and conduct policy will need to be reviewed sometime in June.
- We will move ahead with activating some committees.
- Abbie will meet with Donita later in the week to look over some of the accounts.
- We'll put off setting the date for the June meeting until a few weeks out.

Jennifer moved, Abbie seconded adjournment. With unanimous approval, the meeting adjourned at 7:09pm.