

**WELLS BRANCH COMMUNITY LIBRARY DISTRICT MINUTES**  
**Thursday, August 12, 2021**

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

**Reports:**

1. Secretary report, minutes of June meeting.
2. Treasurer's report, including reports submitted, with funds balance of \$2.7M.
3. Director's report, including plans for reopening as the county's Covid stage/recommendations shift and agreement that the library will remain fine-free through 2021.
4. Friends of the Library report. No meeting, but if the National Night Out event hosted by the MUD does take place, FOL intends to participate as in the past, sharing Culver's frozen custard.
5. Near Future Solutions Workgroup. No progress made since last meeting. Abbie moved, Christine seconded to table the discussion.

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

**Consent Items:**

1. Updated Services Policy
2. Recovery and Development Plan for 2021-2022 (Addendum to the 2016-2020 Long Range Plan)

Christine moved, Abbie seconded approval of all policies. Unanimous approval.

**Action Items:**

1. Discuss and take action on quote for replacement of carpeting and 2 service desks to include relocation of shelving and necessary closures, staffing concerns, and adjustments to services during the work. Good progress; no action or budget adjustments needed.
2. Discuss and take action on library response to current events and pandemic. No action needed.
3. Discuss and take action on facility maintenance (repair and or remodel) issues, to include budget amendments and closures if necessary. No further action or budget adjustments needed.
4. Call an Election for November 2, 2021 for two (2) trustees to the Board of Trustees to be contracted with Travis County. Board affirmed that if no more than two candidates were presented for the election, Director was empowered to remove the race from the ballot. Abbie moved, Jennifer seconded to empower the director to cancel the election if only two candidates and no certified write-in candidates were presented. Unanimous approval.

**Trustee Items:**

- Update on the suggestion that the library support staff members who volunteer to become commissioned as Notary Public, for the benefit of our library patrons and community, with the library paying the cost of any application fees, training or materials. Donita confirmed that several team members were willing, and that training would be completed during the library closure for renovation.
- Future agenda items include: check signature requirements, budget, director's review, and planning a retreat or party (covid allowing).
- Our next Board meeting will take place October 7 at 6pm. Due to the expiration of Open Meetings rules allowing meetings to be held online, at least part of October's meeting will be held in person. Watch the website for the meeting announcement.

Abbie moved, Jennifer seconded adjournment. With unanimous approval, the meeting adjourned at 7:10pm.