

WELLS BRANCH COMMUNITY LIBRARY DISTRICT MINUTES
Thursday, June 10, 2021

Meeting began via Zoom application at 6:15 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 April meeting.
2. Treasurer's report.
3. Director's report, including proposal for closure to recarpet, remove circulation desk around August 16, depending on exact contractor schedule. During down time, staff will complete training. The realignment of manager positions discussed at an earlier meeting has been completed.

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

Consent Items:

1. Updated Conduct Policy
2. Updated Procurement Policy
3. Updated Investment Policy
4. Updated Covid-19 Virus Control Policy

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

Action Items:

1. Discuss and take action on quote for replacement of carpeting and two service desk to include relocation of shelving and necessary closures, staffing concerns, and adjustments to services during the week. No action needed, as Board had already confirmed director should proceed with scheduling when contractors were available and no changes to cost or scope since that approval.
2. Discuss and take action on library response to current events and the pandemic. No changes, no action needed.
3. Discuss and take action on facility maintenance (repair and/or remodel), including budget amendments and closures if necessary. No action needed.

Trustee Items:

- Christine asked if—similarly to the staff's training as Volunteer Deputy [voter] Registrars, one or more might 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. Consensus was it would be a much-used service, and Donita will bring the message to the staff.
- Ralph brought up working toward—broadly—our expansion and expansion needs, perhaps as part of our "board workgroups" for which we have already solicited volunteers. After further discussion, it was agreed that Ralph would talk to a few of the volunteers about joining a group to discuss "Near Future Solutions," primarily connected to the facility, and perhaps working to create an expansion survey. Christine offered assistance; Jennifer will give Ralph the names of two neighbors who would be valuable contributors.
- Future agenda items include: services policy, calling the Board election (two positions selected in 2021), and the library's Long Range Plan. Donita will rough up the plan and Jennifer will work with Donita to refine it so we have a combined staff and board proposal to present at the next meeting.

Abbie moved, Jennifer seconded adjournment. With unanimous approval, the meeting adjourned at 7:35pm.