

**WELLS BRANCH COMMUNITY LIBRARY DISTRICT MINUTES**  
**Thursday, October 7, 2021**

Meeting was held in person at the library and was called to order at 7:03 pm. Present were Board Members Ralph Simon, Jennifer Christmas, Abbie Joffrain, Christine Bloemsma, and Rene Vera. Library Director Donita Ward attended. Board attendance constituted a quorum.

Citizens Matt Bucher and Lighe Vera attended.

Ralph Simon moved the board into Executive Session at 7:05pm. Citizen guests and library staff left the meeting. Trustees discussed Director performance review and salary increases and bonuses for staff. Executive Session ended at 7:23pm.

**Reports:**

1. Secretary report, minutes of August meeting.
  2. Treasurer's report, including reports submitted.
  3. Director's report, including update on this week's re-opening. We are thrilled to have patrons back safely!
  4. Friends of the Library report. Participated in the National Night Out event, as did some staff members.
- Reports discussed in the meeting are available on the Library website, Board of Trustees page. Abbie moved acceptance of reports as presented, Christine seconded. Unanimous approval.*

**Action Items:**

1. Discuss and take action on Library Director Annual Review. Exceptional performance under extreme circumstances. Based on personnel discussion in Executive Session, Jennifer moved to approve Director review, including a 5% salary increase and bonus for Director of \$10K and \$25K to be distributed among staff based on schedule outlined in the Director's report. Rene seconded. Unanimous approval.
2. Discuss and take action on 2022 draft budget Christine moved Rene seconded approval. Unanimous approval.
3. Discuss and take action on library response to current events and pandemic. Rene moved, Abbie seconded to continue waiving fines on late-returned materials from December through February, when the circulation policy review will take place. Unanimous approval.
4. Discuss and take action on facility maintenance (repair and or remodel) issues, to include budget amendments and closures if necessary. No action needed.
5. Discuss and take action on cancellation of aging overdue fines. The Library currently shows 6482 people with overdue fines totaling \$86,308.73. Fines have not been assessed since March 2020, so these fines are 18 months and older, unlikely to be paid. It is our intention to remove them from the system, clearing what is partially uncollectible and partly unable to be paid by patrons. This will free accounts to check out materials and we hope will allow patrons still in the area to return to active use of the library. CBB moved to cancel the aging and overdue fines, and Jennifer second the motion. Unanimous approval.

**Trustee items:**

1. Ralph shared patron feedback regarding family fines/overdue books. Any changes to circulation policy would be considered in February.
2. Jennifer introduced Matt Bucher. Matt is one of two candidates for the two open Trustee positions to be selected in November. As such, he'll be sworn in in December. Matt shared that he's lived in Wells Branch for fifteen years and has two children. He was PTA President last year at WBE. He works in finance but is passionate about books and has career experience in publishing. His mother was a librarian. With his brother, he's created a small independent publishing company, Sideshow Media Group. Welcome, Matt!
3. Future agenda items: swearing in of new trustees, personnel policy, code of ethics, officer selections, check signature requirements.
4. The next Board of Trustees meeting will be December 2 at 7pm.

Christine moved to adjourn the meeting. Abbie seconded. With unanimous approval, the meeting adjourned at 8:10pm.