

## WELLS BRANCH COMMUNITY LIBRARY DISTRICT MINUTES

Thursday, December 2, 2021

Meeting was held in person at the library and was called to order at 7:12PM on December 2, 2021. Attended by Board Members: Abbie Joffrain, Jennifer Christmas, Ralph Simon; Library Director Donita Ward. Board attendance constituted a quorum.

Newly elected board member Matt Bucher attended

Donita Ward introduced the new Librarian Leslie Little.

### Reports:

1. President Ralph Simon opened the floor to questions on Secretary meeting minutes and documents from October meeting; there were no questions.
2. Treasurer's report, including submitted reports
3. Director's Report, strong attendance on events and still remaining mostly outdoors.
4. Friends of the Library report: The FOL is remaining active with meetings. Last event was handing out materials for FOL, tattoos and candy at the Trunk or Treat Oct. 31. Next event is tattoos at the Luminary Fest. The future plans for FOL are not clear currently as there is little programming and low numbers of participation.

Reports discussed in the meeting are available on the library website, Board of Trustees page. Jennifer moved to accept reports, Abbie seconded. Unanimous approval.

### Consent Items:

1. **HRA Policy updated**
2. **Personnel Policy-** Donita is waiting for advice from an attorney on wording included in the harassment policy; specifically, the use of the word "immediately" versus "promptly" in the regards to reporting complaints.
3. **Audit Contract-** West Davis Audit- annual audit is required, which 3 firms in TX are licensed to complete. The library has received the letter of engagement from West Davis, the previous provider. 2020 had a clean report.
4. **By-Laws- not discussed**
5. **Trustee Code of Ethics- not discussed**

## Action Items

1. Oath of Office and Swearing in of re-elected members and elected members.
  - Matt Bucher and Ralph Simon were sworn and completed required paperwork to be filed by Donita.
2. Slate of Officers- the board unanimously decided to put in place an interim slate of board officers until further discussion. The following slate was approved with a motion from Abbie and second from Matt; unanimous approval.
  - i. President- Ralph Simon
  - ii. Vice President- Matt Bucher
  - iii. Treasurer- Abbie Joffrain
  - iv. Secretary- Jennifer Christmas
  - v. FOL liaison- open, current FOL's board discussion on future plans
3. Audit Contract- discussion on the firms who are able to complete the audit. Annual audit is required; the library has received the letter of engagement from West Davis audit who completed last year's audit which was returned clean without any recommendations.
4. Lighting replacement- A change in lighting for the library will be made from current to LED resulting in saving of \$4000.
5. Notary services- 5 people including Donita have completed their certification. Need to finalize wording on notary services to offer to the public. Public offering/wording on services approved.
6. Investment Officer Resignation- announced by Ralph. Ralph will be stepping into the role.

Motion to accept action items from Abbie with 2<sup>nd</sup> Matt. Unanimous approval.

## Trustee Items:

1. Jennifer asked a question on behalf of a patron on the status of future community donations. Community donations of books will no longer be accepted because the location for the book sale has been lost after the renovation and the library does not have the space. Community members will be directed to support the neighborhood free little libraries. Battery recycling will also not return due to space, and the Wells Branch Recreation Center will remain the only battery recycling location.
2. Wells Branch Elementary Spring Fest- Matt Bucher updated the board regarding the upcoming Spring fundraiser for Wells Branch Elementary. There will be a free book table and donation books can be used for the event. Donita will coordinate a library table in support.

3. Open Discussion on Expansion vs. Budget- In 2019 the discussion was to physically expand the library, but the pandemic put a hold on any planning and now a community needs assessment may need to be conducted to gauge shifts since the pandemic. The board agreed that reserves should be utilized to expand in some format as originally planned. Agreed upon action item- Each board member and director will provide 2 brainstorming ideas on how to engage community input on future expansion needs/plans. These will be reviewed at the February Meeting, and utilized to create plans for community outreach and possible committee.
4. Next meeting scheduled for February 2 at 7:00PM

Meeting adjourned at 8:34PM with a motion from Abbie and a 2<sup>nd</sup> from Matt. Unanimous approval.