

WELLS BRANCH COMMUNITY LIBRARY DISTRICT MINUTES
Thursday, June 10, 2020

Meeting began via Zoom application at 4:33pm. Present were Board Members Faye Cormier, Ralph Simon, Lindsay Martinez, Kim Belcik, and Christine Bloemsma, as well as Library Director Donita Ward and Library staff member Brittany Patrick. Board attendance constituted a quorum. No citizens present.

Reports:

1. Secretary's report, to include minutes from January 30 regular meeting and special meetings March 13 and 23 discussing the Covid-19 emergency and library closure and limited library services. Ralph moved approval of minutes. Lindsay seconded, with unanimous approval.
2. Treasurer's report.
3. 2019 Audit Report as submitted by Gary Davis.
4. Director's Report.

Christine moved, Lindsay seconded approval of Treasurer's report, Audit report, and Directors report. Unanimous approval of the Board.

Action Items:

1. Discuss and take action on renewal of Interlibrary Loan Policy, TexShare Policy, and Records Management Policy. Christine moved approval of policies as presented. Lindsay seconded. Unanimous approval.
2. Discuss and take action on policy regarding limited reopening during pandemic. Given the Governor's current "stay at home" orders currently set to expire June 11, the discussion was not a policy decision but laid the groundwork for opening plans when State and County regulations and ordinances allow. Preference of Board and Director is for a staged reopening—allowing access (with masks required and social distancing maintained) to the library lobby only, and to computers by appointment, but with no access to stacks. Patrons who prefer no-contact checkout would be able to continue with that. Agreed to limited "open" hours/days consistent with neighboring libraries and to allow advisable cleaning. Discussed action required if one of the staff were to become ill or test positive for the virus, or if contact tracing of a patron should reveal Library exposure. If closure of the library is required or recommended, the Board's approval will not need to be formally sought, but will take place immediately. Donita will seek more info from Department of Health and neighboring libraries and share any recommendations.
3. Discuss and take action on quote from Library Interiors to
 1. Replace workspaces and cabinetry doors in the children's area. Quote is \$18,870.09. Estimated two days' work, requiring closure of the library or at least the children's area. Preference of Board is to have work done during full/partial closure due to Covid, if the contractors are able to safely work. Ralph moved, Kim seconded to proceed with the work. Unanimous approval.
 2. Replace carpeting throughout the main library and remove the large circulation desk. This bid was \$128K. A five-day closure will be required. The removal of the very large reception/circulation desk would make the space smaller but more efficient for the staff and open more square footage for shelving/books. Board preference is to be conservative with funds for the near future as the financial impact of the Covid-19 emergency becomes clearer. In the meantime, this plan does not include construction of a new desk/work area, so the suggestion was made to delay this project, but hire an architect or designer to plan the new space so that when we're ready to proceed, we'll have complete plans to submit for a new bid. Ralph moved approval of this approach. Lindsay seconded. 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. Create and approve a public statement of the Library's position in response to recent events, including the killing of George Floyd and resulting protests. Christine volunteered to draft a statement and share for review. Lindsay moved to approve a statement and publish via the Library's website and social media accounts. Christine seconded, with unanimous approval.
6. Discuss and take action on the planning retreat and long range plan draft, delayed from its original April date due to Covid-19 closure and limits on gatherings. Discussion about scaling it back since some or all of this might happen remotely. Christine will outline some structured pre-work for each Trustee to complete, beginning with a close reading of the current 5-year plan, which covers 2015-2020. Donita and Lindsay will work together to identify and hire a facilitator for our group session, whether it can be an in-person conference or a Zoom meeting.
7. Discuss and take action on a General Election to be held on the uniform election date in November 2020. Trustees Kim Belcik, Faye Cormier, and Lindsay Martinez are completing their terms this year. Kim announced she will begin Graduate School (congratulations!) and will not run for re-election. Lindsay and

Faye expect to run. Donita will inform Travis County of the Trustee election for three open slots. (Cost for the last election was \$10K). The library staff will announce the election and call for candidates by means of the weekly email and social media. Christine moved and Ralph seconded the formal announcement of the General Election. Unanimous approval.

Trustee items or announcements:

- At the next meeting, we expect to discuss a committee structure and progress toward strategic planning, including scheduling a facilitated meeting or retreat (online or in person).
- A word of thanks to Violet Crown Spirits! When staff were unable to purchase hand sanitizer in planning and preparing for re-opening, Violet Crown Spirits not only came up with five gallons, but delivered it as a donation to the library.
- Future meetings: July 20th at 6pm and August 24 at 6pm.

Ralph moved to adjourn, Lindsay seconded. With unanimous approval, the meeting ended at 5:52pm.