WELLS BRANCH COMMUNITY LIBRARY

Board of Trustees Minutes

Thursday, June 8, 2023

Meeting was held in person at the library and was called to order at 7:07PM. Attended by Board Trustees: Abbie Joffrain, Jane Marawar, Matt Bucher, Ralph Simon, and Library Director Donita Ward. Trustee Jennifer Christmas was absent.

Board attendance constituted a quorum.

Reports:

1. Minutes of the previous meeting, April 13, 2023, posted on Wells Branch Library website; no questions or discussion.
2. Treasurer’s reports consisting of documents posted on Wells Branch Library website; no questions or discussions.
3. Director’s reports consisting of documents posted on Wells Branch Library website. Highlights include new online resources of Mango and PressReader; temporary library card proposal; weeding of collection.
4. Friends of Library: Jane Marawar presented that FOL discussed staffing at 4th of July Fest and basket for silent auction at Fourth Fest.
5. Architectural Expansion and Improvement Committee- email presented to board members with updates from 720; input boards for the community will be posted at the FourthFest and at the Library until August 6, 2023.

Reports approved by motion from Trustee Ralph Simon, seconded by Trustee Jane Marawar, unanimous approval.

Consent Items:

Conduct Policy changes posted on Library website (move section about “bringing matters to staff attention” to the top of the Appropriate Behavior section; added language about facilities not opening without adequate personnel; changed name of Volunteer Handbook”)

Investment Policy / Procurement Policy – no changes to either.

Consent items approved by motion from Trustee Jane Marawar, seconded by Trustee Matt Bucher, unanimous approval

Action Items:

1. Call for general election on November 7 to elect 2 Trustees - motion from Trustee Jane Marawar, seconded by Trustee Ralph Simon, unanimous approval
2. Vote to approve impermanent Library card proposal - motion from Trustee Matt Bucher, seconded by Trustee Ralph Simon, unanimous approval
3. No changes or actions required for Investment Policy and Procurement Policy
4. Discuss and take action on facilities issues, personnel considerations, closures, and/or budget adjustments. Some discussion on this action item:
   1. Costs for remodel? $2M budget
   2. Lessons learned on site visits: Shelves on casters a requirement; staff must be on the floor, not hidden in offices
   3. Some discussion about possibly installing cameras on the exterior of the building – 2 trustees to attend technology recommendations meeting by 720
   4. Mention of more quiet work areas needed due to patrons who work remotely
   5. No votes required on this action item

Trustee Items:

1. Announcements – question about program from Trustee Matt Bucher – question retracted
2. Future agenda items – discuss / update Trustee Handbook and Code of Conduct?
3. Next meeting scheduled for August 24, 2023 at 7p.m.

Motion to adjourn at 8:20p.m. by Trustee Jane Marawar, seconded by Trustee Ralph Simon, unanimous approval.