WELLS BRANCH COMMUNITY LIBRARY

Board of Trustees Minutes

Monday, January 19, 2023

Meeting was held in person at the library and was called to order at 7:04PM. Attended by Board Members: Matt Bucher, Jennifer Christmas, Abbie Joffrain, Jane Marawar, Ralph Simon, and Library Director Donita Ward.

Board attendance constituted a quorum.

Reports:

1. Secretary report consisting of minutes from November 17, 2022 meeting, posted on Wells Branch Library website; no questions.
2. Treasurer’s reports consisting of documents posted on Wells Branch Library website; no questions.
3. Director’s reports consisting of documents posted on Wells Branch Library website.
4. Friends of Library- Doug Schwartz provided a verbal report on FOL updates including the updated FOL website to reflect the new direction of FOL; the FOL was starting their blog movement to share information about the library and overall support the library as ambassadors.
5. Architectural Expansion and Improvement Committee- updates to be reviewed as an Action Item.

Reports approved by motion from Ralph Simon, 2nd Matt Bucher, unanimous approval.

Consent Items:

The following policies were due to be accepted: Collection and Circulation Policy, Texshare Policy, Records Management Policy, and Interlibrary Loan Policy,

Motion for accept changes and updates to the listed policies by Jennifer Christmas, 2nd Ralph Simon, unanimous approval.

Action Items:

1. Scope of Work for Architectural Expansion and Improvement Committee-
   1. Question from board member Matt Bucher on how the schedule of payments to 720 Design would be handled. The scope of work did not define billing of the amount in detail. The board discussed charging the committee to review and approve an appropriate billing schedule from 720.

Motion to move forward with 720 Design’s scope of work estimate by Matt Bucher, 2nd Ralph Simon, unanimous approval.

1. No action on facilities issues, closures, and/or budget adjustments.

Trustee Items:

1. No announcements.
2. Future agenda items- AE&I Committee update and Audit Report.
3. Next meeting scheduled for April 13, 2023 at 7PM.
4. Deliverables- AE&I Committee to sign contract with 720 Design and obtain detailed billing explanation; audit paperwork and needed items.

Motion to adjourn at 8:25PM by Jennifer Christmas, 2nd Jane Marawar, unanimous approval.