WELLS BRANCH COMMUNITY LIBRARY

Board of Trustees Minutes

Thursday, January 4, 2024

Meeting was held in person at the library and was called to order at 7:09PM. Attended by Board Members: Matt Bucher, Jennifer Christmas, Abbie Joffrain and Library Director Donita Ward. Doug Schwartz representing Friends of the Library and newly elected Trustee Derek Mahnke were in attendance.

Board attendance constituted a quorum.

Reports:

1. Secretary report consisting of minutes posted on Wells Branch Library website.
2. Treasurer’s reports consisting of documents posted on Wells Branch Library website.
3. Director’s reports consisting of documents posted on Wells Branch Library website.
   1. A specific call out was made regarding the new part-time employee that was hired; this is a great addition to the library staff as that this person is bilingual English/Spanish.
4. Friends of Library
   1. Doug reported that the FOL website was officially decommissioned due to cost and low use; the group has moved to using social media site Facebook and can pursue a Google webpage if needed in the future.
5. Architectural Expansion and Improvement Committee- this report was tabled to action items.

Motion to accept reports by Jennifer Christmas, 2nd Matt Bucher, unanimous approval.

Consent Items: None.

Action Items:

1. The Oath of Office was administered to Matt Bucher and Derek Mahnke.
2. The following slate of officers were agreed upon-

President- Abbie Joffrain

Vice President- Matt Bucher

Secretary- Jennifer Christmas

Treasurer- Derek Mahnke.

This slate can be discussed if a review is requested at the next meeting attended by the full board.

Motion to accept the Slate of Officers by Matt Bucher, 2nd Derek Mahnke, unanimous approval.

1. The AE&I Committee shared the cost analysis provided by the design firm to move external walls as well as 2 other options. The cost for the large renovation is outside the budget of the library due to the building structure (external walls were reported to be all load bearing). The remaining options do not meet the needs of the library and specifications of what the committee is looking for. The Board and committee decided to pursue a 2nd opinion from a structural engineer before next steps.
2. Facility closure for January 15 in observance of Martin Luther King Jr Day, and on January 25 for media inventory.

Trustee Items:

1. Announcements- Derek Mahnke requested return of paper towels in the restroom.
2. Future agenda items- Accept Board slate; Circulation Collection and State Board policy reviews.
3. Next meeting scheduled for February 22, 2024 at 7PM.
4. Deliverables- Derek Mahnke to take meeting minutes to Regions Bank to be added to the bank accounts and be certified to sign checks; Jennifer Christmas to email Steve from St. Andrews Church to request a referral for a structural engineer.

Motion to adjourn at 8:38PM by Jennifer Christmas, 2nd Derek Mahnke, unanimous approval.