WELLS BRANCH COMMUNITY LIBRARY

Board of Trustees Minutes

Monday, October 17, 2022

Meeting was held in person at the library and was called to order at 7:13PM. Attended by Board Members: Matt Bucher, Jennifer Christmas, Abbie Joffrain and Derek Mahnke, and Library Director Donita Ward.

Board attendance constituted a quorum.

Reports:

1. Secretary report consisting of minutes from August 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- FOL no report.
5. Architectural Expansion and Improvement Committee update- Donita and Jennifer provided a verbal update on their tour of St. Andrews, including collection of contacts for architect and contractor. The next step would be to set up a meeting with an architect to review ideas for our library. Donita provided update to the committee that according to by-laws an architect does not require public bid.

Reports approved by motion from Jennifer Christmas, 2nd Derek Mahnke, unanimous approval.

Consent Items:

The service policy was updated and posted for review on the Wells Branch Library Website.

Motion for accept changes to the service policy for renewal by Matt Bucher, 2nd Derek Mahnke, unanimous approval.

Action Items:

1. 2023 Budget- the board discussed in detail upcoming changes in expenses and anticipated repairs. The following changes were recorded for budget:
	1. Special Investment budget increased to $50,000 from $35,000
	2. Renovation expenses will be listed separately rather than be included in normal business budgets; the amount of budget and this being a rare capital expenses required this budget item to be separated from normal business
	3. Increase in salary for library employees by the following percentages- 10% for entry level, 8% for mid-range employees, 6% for management.

Motion to accept these budget items changes by Jennifer Christmas, 2nd Derek Mahnke, unanimous approval.

1. General Election- no action necessary.
2. Long Range Plan- Proposal to pursue a large renovation job including intended expansion and closure of breezeway was presented by the AE&I committee, change from previous plans to only enclose teen area. This change was based on the recommendation to complete work as one large project so that an architect and contractor can provide best solutions for expansion and avoid possible increased expenses from completing work as separate projects.

Motion to accept Long Range Pan including changes to renovation by Derek Mahnke, 2nd Matt Bucher, unanimous approval.

1. Action on facilities issues, closures, and/or budget adjustments as noted in Director’s Report- A wall repair will be completed in the large conference room to accommodate the movement of a cabinet to the small meeting room, wall must be repaired and made to be uniform on the exposed wall after the cabinet is moved. The budget for this repair is estimated at $8600, budget line moved from Retained Income to Special Improvements.

Approved by a motion from Matt Bucher, 2nd Jennifer Christmas, unanimous approval.

Trustee Items:

1. Announcements- Matt Bucher presented a future idea to provide a free workshop on podcasts to the library and possibly create a library podcast, this idea was recorded for possible future consideration in programming plans. Matt presented idea to add a bike repair stand at the library, and increase community awareness of library access with a Bike to the Library event with 501-c3 100 Bikes for 100 Kids. Jennifer Christmas provided a reminder regarding the process to respond to library patrons using only assigned library email; patrons may reach out via social media messaging as that they are our neighbors, but must be directed to your official email.
2. Future agenda items- Election results and Swearing In of elected trustees; review Personnel Policy and Human Resources Policy; Director Bonus review.
3. Next meeting scheduled for November 17, 2022 at 7PM.
4. Deliverables- Schedule call with Architect from AE&I Committee; Director’s Report review.

Motion to adjourn at 8:53PM by Matt Bucher, 2nd Derek Mahnke, unanimous approval.