WELLS BRANCH COMMUNITY LIBRARY

Board of Trustees Minutes

Thursday, October 19, 2023

Meeting was held in person at the library and was called to order at 7:08PM. 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 posted on Wells Branch Library website.
   1. Note correction of last meeting’s minutes to change title of Donita from Trustee to Director.
   2. No questions.
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. Donita specifically reviewed in detail the recommendation to not join special coalition based on our library being a district and lack of oversight within the organization.
4. Friends of Library no official report or attendance by FOL member.
   1. Jane Marawar provided update of their community involvement including: National Night Out, Trunk or Treat and upcoming Luminary Fest.
5. Architectural Expansion and Improvement Committee- provided verbal report with updates on from the Furniture Test Meeting held earlier that day. The committee was informed by design company that a structural engineer did not recommend the previous explored wall movement. The externa walls were all determined to be load bearing and it was recommended by the engineer to avoid moving these walls to expand as planned based on cost and building structure. The committee requested a cost analysis on based on this new information which would be reviewed at a later meeting. Ideas were thrown around on possibly approaching the Wells Branch MUD on possibility to increase footprint. It was decided to wait on any further action until receiving cost analysis and more information on what walls can be moved in the library structure.

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

Consent Items: None.

Action Items:

1. Accept Personnel Policy and Health Reimbursement Policy. Matt Bucher inquired on what options are available to employees; Donita reviewed what was available and why the current policy was chosen. Motion to accept by Matt Bucher, 2nd Ralph Simon, unanimous approval.
2. Accept the Letter of Engagement from Gary Davis to be contacted to complete annual audit. Motion to accept by Jennifer Christmas, 2nd Jane Marawar, unanimous approval.
3. Discussion on General Election. Cost of general election was $14K. Canvas meeting to review and accept election results provided by state scheduled for November 16. No action necessary.
4. Accept the FY2024 Operation Budget as presented by Director. Motion to accept by Matt Bucher, 2nd Ralph Simon, unanimous approval.

Board oved to closed session 8:41-9:22pm for personnel items 5 and 6.

1. Accept Director’s Annual Review. Motion to accept by Matt Bucher, 2nd Jennifer Christmas, unanimous approval.
2. Action on personnel considerations including allocation of annual bonuses to staff. The Board provided annual bonuses consistent with percents provided in 2022. Total amount of 32K to be split as follows: 11k to Director and 21K to staff utilizing the breakdown by level and hours utilized in 2022 by Director. Motion to accept by Matt Bucher, 2nd Jennifer Christmas, unanimous approval.

Trustee Items:

1. Announcements- none.
2. Future agenda items- Review Trustee Handbook to review information and also provide clarification; possible swear in of new trustee depending on election results.
3. Next meeting scheduled for January 4, 2024 at 7PM.
4. Deliverables- AE&I Committee meetings and updates.

Motion to adjourn at 9:39PM by Matt Bucher, 2nd Ralph Simon, unanimous approval.