WELLS BRANCH LIBRARY Minutes

Wednesday, February 2, 2022

Meeting was held in person at the library and was called to order at 7:00PM. Attended by Board Members: Matt Bucher, Jennifer Christmas, Abbie Joffrain and Ralph Simon; Library Director Donita Ward; community member Doug Schwartz, President of Friends of the Library.

Board attendance constituted a quorum.

Reports:

1. Secretary report consisting of minutes from December meeting, posted on Welles 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; no question.
4. Friends of Library report- Doug Schwartz, President of FOL, reviewed feedback from the FOL board and members regarding the future of the FOL and their purpose. The FOL is seeking Library Board feedback and direction to determine if there is a need for the FOL in the future and in what capacity.

Reports were accepted by a motion from Matt Bucher, 2nd by Abbie Joffrain, unanimous approval.

Consent Items: Accepted no action necessary.

Action Items:

1. Future of Friends of the Library (FOL)- The discussion from Wells Branch Library Board members and Director was that the library was not in need of financial support, but would like the FOL members to focus on community outreach as ambassadors and lead participation in the upcoming community survey. Doug Schwartz agreed to review the proposal at the next FOL meeting and to join the community survey committee with Library Board members. Final proposal was that the FOL remain a 501C3 arm of the library, assist with community outreach regarding potential expansion and use of funds and increase library membership.

Abbie Joffrain motioned to approve, 2nd by Jennifer Christmas, unanimous approval.

1. Community outreach- Donita presented an opportunity for the library to receive a free informal image audit. This audit would provide information on what the library can improve to be more inviting to its community.

Abbie Joffrain motioned to approve the audit, 2nd by Jennifer Christmas, unanimous approval.

Committee to create a community survey regarding future expansion and use of funding was created with board member Matt Bucher, Doug Schwartz of Friends of Library, Donita Ward Library Director and Lauren Library Manager.

The MUD offered to utilize QR code to distribute the community survey via water ebills and paper water bills once the survey was created.

Jennifer Christmas volunteered to with local school PTAs, school events and school administrators to distribute the survey.

Ralph Simon recommended utilizing marquee signs at the library and Wells Branch community center and bandit signs to solicit participation.

Survey committee asked that all suggestions for the survey questions be sent to the committee.

1. Appoint trustees to board positions-

Jennifer Christmas nominated Abbie Joffrain as President; Abbie accepted.

Jennifer Christmas volunteered to continue secretary role.

Ralph Simon volunteered as Treasurer.

Matt Bucher agreed to remain Vice President.

Ralph motioned to accept the listed board positions, Matt 2nd, unanimous approval.

1. Upcoming professional development opportunities- Donita proposed to move the April inventory closure date to May due to the TxLA which can be attended by library employees.
2. Updates to the Collection and Circulation Policy as posted to the Wells Branch Library website in Director’s reports- Approved.
3. Long Range Plan- Donita proposed start of long-range plan with current information and to note the extreme circumstances caused by the pandemic in the reporting. Due to the current pandemic the long-range plan will not be as strict as previous years. The long-range plan addresses the next 5 years, current plan ends in 2022.
4. Facility concerns- closure due to inclement weather would be made night or day of 2/3.

Action Items were accepted with a move by Jennifer Christmas, Abbie Joffrain 2nd and unanimous approval.

Trustee Items:

1. Announcements by board members- Jennifer Christmas asked if an email from a patron Elizabeth was responded to as that email filters sent to spam for her trustee email; Donita confirmed that the patron received communication from the library.
2. Future agenda items- next meeting will be dedicated to the audit with West Davis.
3. Date and time for next meeting: Monday, 4/11/22 at 7pm.

Meeting was adjourned with a motion by Jennifer Christmas, Ralph Simon 2nd, unanimous approval at 8:57pm/