

## WELLS BRANCH COMMUNITY LIBRARY

### Board of Trustees Minutes

Monday, April 11, 2022

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 and Ralph Simon; Library Director Donita Ward; community member Doug Schwartz, President of Friends of the Library and Gary Davis, CPA from West, Davis & Company.

Board attendance constituted a quorum.

#### Reports:

1. Secretary report consisting of minutes from February 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; no questions. Donita Ward provided review of plumbing concern and work needed and change of janitorial services and costs as noted in report.
4. Friends of Library- no news to report.
5. Informal Consumer Experience Report written by Eric Lashley and reviewed by Donita Ward- Library received overall positive feedback on welcoming culture and building. Recommendations from report included providing free sanitary products in women's restroom, improving visibility of bathroom signage. Open discussion on bathroom signage: due to alarm system bathroom signs cannot hang from ceiling and there is a lack of visible wall space to mount any signs. Donita requested any ideas or proposals to be sent to her directly for review.

Reports were accepted by a motion from Ralph Simon, 2<sup>nd</sup> by Matt Bucher, unanimous approval.

Consent Items: Accepted no action necessary.

#### Action Items:

1. Audit- Gary Davis reviewed audit reports in detail and provided positive rating on financial health of the library. No changes were made to financial accounting or recommended adjustments from previous audit reports.  
  
Audit report accepted with a motion from Jennifer Christmas, 2<sup>nd</sup> Ralph Simon, unanimous approval.
2. Library Development Survey- Donita reported that 150 surveys were completed. The QR code for the Spanish version would be sent within the week for accommodations for community

members in the two dual language elementary schools. Decision not to translate to other languages based on the translation request amounts from RRISD which were very minimal. The survey will remain open through May 15<sup>th</sup> allowing requests for survey participation at community events such as Pioneer Day, Wells Branch Elementary School Spring Fest, upcoming PTA meetings as well as requests from community members in Wells Branch Soccer Association.

3. No pending issues for facility or budget.
4. Trustee Resignation- Abbie Joffrain accepted resignation from a board member. The remaining board members will solicit interested parties to fill out an application to appoint a replacement.

Action Items were accepted by a motion from Jennifer Christmas, 2<sup>nd</sup> Ralph Simon, unanimous approval.

Trustee Items:

1. Zero questions or announcements.
2. Future agenda items: review of library survey results, procurement and investment policy.
3. Next meeting scheduled for Monday, May 23 at 7:00PM.
4. Look for new board member candidates and solicit survey responses.

Meeting adjourned at 8:08PM by motion from Ralph Simon, 2<sup>nd</sup> Matt Bucher, unanimous approval.