WELLS BRANCH COMMUNITY LIBRARY

Board of Trustees Minutes

Monday, May23, 2022

Meeting was held in person at the library and was called to order at 7:15PM. Attended by Board Members: Matt Bucher, Jennifer Christmas, Abbie Joffrain and Ralph Simon; Library Director Donita Ward.

Board attendance constituted a quorum.

Reports:

1. Secretary report consisting of minutes from May meeting, posted on Wells Branch Library website; no questions.
2. Treasurer’s reports consisting of documents posted on Wells Branch Library website; no questions.

Secretary and Treasurer reports were accepted by a motion from Jennifer Christmas, 2nd by Matt Bucher, unanimous approval.

1. Director’s reports consisting of documents posted on Wells Branch Library website. Donita Ward highlighted the following items in the report: wage increase to be in line with values from 2019 (inflation/cost of living increases), landscaping bid for repair on the area impacted by the sewage repair, needed computer updates over the year, starting with management computers.

Questions regarding the Director’s report- Matt Bucher inquired on a recommendation to expand programs (realignment of programming budgets) allowing more community members to attend, and if this would increase cost for staffing (wages). Donita- no, staffing costs would not increase; the library would only double the actual capacity of the program by booking 3rd party vendors for more time and allow another set of patrons an opportunity to attend.

Director’s report accepted by motion from Jennifer Christmas, 2nd Ralph Simon, unanimous approval.

1. Friends of Library- Ralph provided an update including an FOL event with Affinity, donation from Dell Giving Fund. It was discussed that there is not a FOL Ambassador; board agreed that this position was not filled and no longer necessary after the goals/purpose of the FOL changed.

FOL report approved by motion from Matt Bucher, 2nd Ralph Simon, unanimous approval.

No Consent Items.

Action Items:

1. Replacement Trustee- one application was received for the open position. Jennifer Christmas discussed an applicant that she was trying to contact via social media messages and would like to defer appointment until this possible applicant had the opportunity to respond with interest; Jennifer discussed the opportunity to appoint someone who could represent voices not currently being heard on the board. The board discussed whether to accept the current application or wait to include the other applicant based on timing, trustee availability. Appointment discussion was deferred to June 27 meeting at 7:00PM.

Accepted with a motion from Matt Bucher, 2nd Ralph Simon, unanimous approval.

1. Budget Discussion-
   1. Realignment of programming budget- board agreed to the changes in budget categories.

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

* 1. Increase budgets- Current wages need to be reviewed based on current inflation and increases of cost of living in the Austin area. This is currently impacting entry level employees, but also affects ability to remain competitive as an employer to fill in open positions. Donita reviewed entry level pay at local libraries which was average $15.88.

Recommendation to increase 7.5% entry level increase to $16, 5% assistant manager increase to $20, 5% increase librarians/sr managers $31.50.

Increase programming budget from $17K to $34K to reflect growth in community, increase in sales tax income and available funds to serve community. Allows programs to increase capacity and serve more patrons.

Budget changes and increases accepted by motion form Matt Bucher, 2nd Ralph Simon, unanimous approval.

* 1. Changes to investment strategy- Ralph Simon will attend a TexPool Academy for $250 to learn more about what options the library has for investing; 2 million currently sits in low performing general fund. The board needs more information on what are the limits as a 501-C3 for the investments. The training Ralph will attend online will help gain information on what options are available and if changes should be made. Discussion regarding TexPool will be added to June agenda for more discussion.

1. Call to General Election- Donita tabled until June meeting.
2. Survey results- Open discussion on the survey results and highlighted in Director’s Report. Highlight for most votes for an enclosed teen area and more seating/play for outdoor areas.

Trustee Items:

1. Zero questions or announcements.
2. Future agenda items: Investment options for TexPool, call to election, open trustee appointment, procurement policy.
3. Next meeting scheduled for Monday, June 27th at 7:00PM.
4. Deliverables- solicit applications for interested community members for open trustee seat, Ralph to touch base with FOL.

Motion to adjourn Ralph Simon, 2nd Matt Bucher, unanimous approval. Meeting adjourned at 9:05PM.

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