WELLS BRANCH COMMUNITY LIBRARY

Board of Trustees Minutes

Monday, August 22, 2022

Meeting was held in person at the library and was called to order at 7:07PM. Attended by Board Members: Matt Bucher, Jennifer Christmas, Abbie Joffrain and Derek Mahnke; Library Director Donita Ward. Citizen attendance- Margaret Sufke.

Board attendance constituted a quorum.

Citizen Comment:

1. Margaret Sufke of the Wells Branch Neighborhood Association (WBNA) requested consideration for the library to host an Art Walk on behalf of the WBNA. The event would be a fundraiser for the WBNA to fund community events as the costs continue to rise.

Artists from the surrounding area would be invited to purchase space to showcase and sell their crafts and homemade art. The set up would be similar to the FOL garage sales and the WNBA would be fully responsible for the management and execution of the event.

The board members present were interested in supporting this event and offering support by providing space. Next steps were that possible dates for review would be brought to Donita as that the library would be closed during the event.

Reports:

1. Secretary report consisting of minutes from the July meeting, posted on Wells Branch Library website; no questions.
2. Treasurer’s reports consisting of documents posted on Wells Branch Library website. Ralph was not present, but Donita provided an update on the TexPool change of funds; no questions.
3. Director’s reports consisting of documents posted on Wells Branch Library website. Donita Ward highlighted the following items in the report: Children’s Librarian Kristen Johnson resigned, her last day would be 9/9; open lab hours would be offered in the small conference room; the staff were currently reviewing and updating library policies and procedures.
4. Friends of Library- FOL no report.
5. Architecture/Expansion Committee- Meeting with Steve at St. Andrews Church to tour their facility and see the recent building changes they completed and gather referrals will be scheduled in September.

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

Consent Items:

1. Updated Library Policy on emergency closures.

Approved by a motion from Derek Mahnke, 2nd Matt Bucher, unanimous approval.

Action Items:

1. Conduct Policy updated for the library and filed.

Approved with motion from Jennifer Christmas, 2nd Derek Mahnke, unanimous approval.

1. Call to General Election update- Donita announced that an election would take place; 4 candidates for the 3 Board positions in this election cycle.
2. Mission Statement- Wording was reviewed and updated.

Approved by a motion from Jennifer Christmas, 2nd Derek Mahnke, unanimous approval.

1. Long-Range Plan- Donita provided a copy of the long range plan that is filed with the Texas State Library and Archive Commission; board members reviewed and did not provide any edits.
2. Employee pay, team building, employee appreciation- Reviewed funds available for team building; increased the available amount to $200 which can also be used for employee recognition, example: long term employee departure. Review of library management plans in case of emergency or absence by director; agreed to use a stipend ($1000 for election season, $1000 for the remainder of the year) for employees that sign-up to be trained and be the back-up point of contact for election, audit, annual report.

Approved with a motion by Derek Mahnke, 2nd Matt Bucher, unanimous approval.

Trustee Items:

1. Announcements- Review of library policy regarding patron complaints and inquiries must be sent to the general library email.
2. Future agenda items- Budget review in October.
3. Next meeting is scheduled for Monday, October 17, 2022 at 7PM.
4. Deliverables- Schedule tour at St. Andrews Church with the Architecture Committee.

Motion to adjourn at 9:03PM by Derek Mahnke, 2nd Matt Bucher, unanimous approval.