WELLS BRANCH COMMUNITY LIBRARY

Board of Trustees Minutes

Thursday, November 17, 2022

Meeting was held in person at the library and was called to order at 7:05PM. Attended by Board Members: Matt Bucher, Jennifer Christmas, Abbie Joffrain, Ralph Simon, Donita Ward, Doug Schwartz, and Jane Marawar.

Board attendance constituted a quorum.

Reports:

* Secretary report consisting of minutes from October meeting, posted on Wells Branch Library website; no questions.
* Treasurer’s reports consisting of documents posted on Wells Branch Library website; no questions.
* Director’s reports consisting of documents posted on Wells Branch Library website.
* Friends of Library- Doug reviewed the FOL website cost and current contract. Donita Ward clarified that the website is not necessary for 501-C3 status. There was an open discussion on how the website could be utilized in the future, and a consensus was made that the website could be utilized to build on community and feature the ambassador aspect of FOL rather than for collecting donations.
* Architectural Expansion and Improvement Committee update- No update. Matt Bucher opened discussion on what timing the committee perceives for planning/design to actual work beginning. The committee with the board discussed a goal of Aug. 2023 to start some actual construction work.
* Reports approved by motion from Ralph Simon, 2nd Matt Bucher, unanimous approval.

Consent Items:

* The following policies up for renewal: Personnel Policy & HRA Policy, Trustee Code of Conduct, WBCLD Bylaws were updated and posted.

Motion to accept changes for all policies up for renewal by Jennifer Christmas, 2nd Ralph Simon, unanimous approval.

Action Items:

* Library Director's Annual Review- The board reviewed the preliminary Board of Trustee Orientation Packet; this packet includes important information on duties to provide a better understanding of how to serve the community. Some changes were recommended, and Donita would finalize a packet for future use. The board discussed increasing scope of the remodel in order to address growth, and to accomplish the needed building changes in one project and possibly decrease closure time.
* Annual Staff Bonuses- The board moved to closed session at 7:36PM to discuss performance and bonus amounts. Open session resumed at 7:58PM. Budget for annual bonuses were $26,000 to be distributed at 30% to Library Director and remaining funds distributed to employees as outlined by director in 2021 schedule
* Canvass results from Nov. 8 election- Results were reviewed and accepted.

Motion Matt Bucher, 2nd Ralph Simon, unanimous approval.

* Oath of Office- Oath of Office was conducted by elected trustees: Jennifer Christmas, Abbie Joffrain, Jane Marawar.
* Slate of Trustees- Matt Bucher proposed maintaining current board roles for continuity. Slate as follows: President Abbie Joffrain, Vice President Matt Bucher, Treasurer Ralph Simon, Secretary Jennifer Christmas. Jane Marawar will be aligning with Friends of Library to assist in ambassadorship as well as to learn more about the role of the board.

Motion Matt Bucher, 2nd Ralph Simon, unanimous approval.

* Facility or budget items- no action.

Trustee Items:

* Announcements- Matt Bucher presented potential for future podcast programming for the library; next steps are to present to library management team.
* Next meeting scheduled for Thursday, January 19, 2022 at 7PM.
* Deliverables- Schedule and complete call designer/architect from AE&I Committee.

Motion to adjourn at 8:27PM by Jennifer Christmas, 2nd Ralph Simon, unanimous approval