WELLS BRANCH COMMUNITY LIBRARY DISTRICT

Board of Trustees Minutes

April 8, 2025

Meeting was held in person at the library and was called to order at 7:02 p.m.

Attended by Board Members:  Abbie Joffrain, Derek Mahnke, Jennifer Klein, Matt Bucher (arrived at 7:30), and Elizabeth Martin; Library Director Donita Ward; FOL Liaison Doug Schwarz

Board attendance constituted a quorum.

Citizen Comment: Rebecca of Wells Branch Wild Conservancy spoke about wanting us to consider becoming a National Wildlife Federation Certified Wildlife Habitat. She provided a requirement check list and suggests that all we likely will need is a water source. Cost is $25 to get certified and there are options to purchase signage/plaques.

Reports:

1. Secretary report and minutes reviewed. Jennifer Klein moved to accept the report, Derek Mahnke seconded, motion passed unanimously.
2. Treasurer’s reports consisting of documents posted on Wells Branch Library website, submitted and presented by Jennifer Klein. Derek moved to accept the report, Elizabeth seconded, motion passed unanimously.
3. Director’s report was posted on the website and presented by Donita. Abigail J.  moved to accept the directors report. Derek M. seconded, motion passed unanimously.
4. Friends of Library- Column in the WBNA newsletter was recognized. Trustee rotation reviewed. Derek M. moved to accept the FOL report. Jennifer K. seconded, motion passed unanimously. Derek requested FOL to be ambassadors for informing the community about the upcoming renovations.  Abigail J. moved to table this to action item 2. Jennifer seconded. Motioned passed unanimously.

Consent Items

None this month.

Action Items:

1. Discuss and take action on Annual audit report - Gary Davis gave our 2024 Annual Financial Audit Report. There were no concerns. Jennifer K. moved to accept the report. Abigail J. seconded, motion passed unanimously.
2. Discuss and take action on plans for facility expansion or renovation. Derek reported on the furnishings selected, on change made to a study room design; Derek did an Ask Me Anything on the neighborhood Facebook group to answer community questions about the renovation; Derek recommended more signage /displays in the library to communicate plans; Jennifer Klein presented a communications plan. Some discussion around June 13 lock date for 720 Design to confirm architectural plans. Jennifer Klein moved to accept the committee’s report and Elizabeth Martin seconded. Motion passed unanimously.
3. Discuss and take action on marketing and branding options, to potentially include assignment of funds and/or contract with a firm for services. Matt Bucher presented the three bids received from design vendors and recommended the Library contract with LibraryMarket to proceed with a new logo design and visual identity. Derek moved and Jennifer seconded the motion to initiate a rebranding project. Derek moved that the Library contract with LibraryMarket for a rebranding project not to exceed $15,000. Abbie Joffrain seconded the motion. Motion passed unanimously.
4. Discuss and take action on staffing levels to potentially include increased budget for additional personnel. Discussed assistant director role and job description; adult programming coverage needed due to resignation. Derek moved to hire an assistant director, including Director’s recommendation for starting salary, and Abbie seconded. Motion passed unanimously.
5. Discuss and take action on facilities issues, personnel considerations, closures, and/or budget adjustments. Jennifer Klein moved to close the Library on September 27 for the neighborhood art fair, Abbie seconded, motion passed unanimously. Abbie moved to increase the budget for signage by $1,000. Jennifer Klein seconded, motion passed unanimously.

Trustee items

* Abbie presented a report from TLA that included clarifying information about what constitutes a walking quorum, how trustees should conduct themselves, awareness of FOIA issues, legislative updates and many other topics.
* One deliverable assigned to Director: follow up with Wells Branch Wild to implement requirements for Certified Wildlife Habitat.
* Next meeting scheduled for May 13 at 12pm
* Future meeting scheduled for June 24

Meeting adjourned at 9:29 p.m.

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Matt Bucher Date Abigail Joffrain Date

Secretary President