

WELLS BRANCH COMMUNITY LIBRARY DISTRICT MEETING MINUTES
Thursday, June 6, 2019

Meeting began at 6:48pm. Present were board members Ralph Simon, Lindsay Martinez, Kim Belcik, Christine Bloemsma. Library Director Donita Ward was in attendance. VP Simon presided until the arrival of President Faye Cormier at 7:28pm. No citizens attended.

Reports:

1. Secretary report, to include minutes from previous meeting
2. Treasurer's report, including reports to refer to audit
3. Friends of the Library report. Garage Sale fundraiser scheduled for March 28, 2020.
4. Director's Report. Soundproofing panels with the library logo are an inexpensive start. The cost was \$1400 to recover from the recent ransomware incident.
5. Committee/Workgroup Reports.
6. Christine moved to accept all reports as presented, Lindsay seconded. Unanimous approval.

Action Items:

1. Discuss and take action on finding a consultant for a capital campaign. Re: the expansion and development needs of the library, Donita and Lindsay have had preliminary conversations with two consultants. After some discussion of the scope of the project and community input strategies, we tabled the discussion of the hiring of a consultant until a later time. For further discussion: finding "angels" or proposing a bond, constructing and administering surveys or community forums, achieving expansion/improvement goals in smaller steps. One or more board members or staff might attend an Oct 16 ACC Center for Nonprofit Studies workshop "Show Me the Money: Creating a Fundraising Culture." Donita will begin to look for licensed-for-commercial contractors to bid on the renovation of the two boardrooms into one larger space. Braun and Butler Construction were the company used in the recent Rec Center renovation.
2. Discuss and take action on updates to Green Policy, Record Management Policy, TexShare Policy, Community Posting Policy and Procurement Policy. Lindsay move to approve all updates. Christine seconded. Unanimous approval.
3. Discuss and take action on policies or procedures for specialty circulation. Agreed with proposal to merge documents.
4. Discuss and take action on facility maintenance and repair issues, to include budget amendments if necessary. None.
5. Discuss and take action on annual retreat. Board would like more time to review statement, consider goals and attendees, and set calendar. Could it include education as well as team building? Christine moved to table the discussion to next meeting. Faye seconded. Unanimous approval.

Trustee items:

1. Announcements by Board members
2. Future agenda items: must call trustee election by deadline August 19.
3. Set the time and date for the next meeting: Aug 8 6:30pm
4. Assign deliverables, including committee tasks and reports, for the next meeting.

Christine moved to adjourn, seconded by Ralph. Meeting was adjourned at 7:57pm.