WELLS BRANCH COMMUNITY LIBRARY DISTRICT

Board of Trustees Minutes

August 19, 2025

Meeting was held in person at the library and was called to order at 7:01p.m.

Attended by Board Members:  Abbie Joffrain, Derek Mahnke, Jennifer Klein, Matt Bucher and Elizabeth Martin; Library Director Donita Ward, Assistant Library Director Dayna Williams

Board attendance constituted a quorum.

Citizen Comment: Renee Shively, candidate for the 2025 Trustee election, introduced herself. Dayna Williams introduced herself and gave a promo for her book club. Karen Hall, citizen, also briefly spoke. Abbie Joffrain congratulated Donita Ward on her 23rd service anniversary for the Library.

Reports:

1. Secretary report and minutes reviewed, as posted online. Matt Bucher moved to accept the report and Elizabeth Martin seconded, motion passed unanimously.
2. Treasurer’s reports consisting of documents posted on Wells Branch Library website, submitted and presented by Jennifer Klein. Report presented include detail on tax revenue and renovation costs so far. Some questions about income sources in detail with HDL. Derek Mahnke moved to accept the report and Elizabeth Martin seconded, motion passed unanimously.
3. Director’s report was posted on the website and presented by Donita Ward. She reviewed legislative updates, some involving potential changes to notaries, and gave an update on technology needs and the multicultural fair scheduled for November. Derek Mahnke moved to accept the report and Elizabeth Martin seconded, motion passed unanimously.
4. Friends of the Library – Not present, no report given. Matt to attend September FOL meeting.
5. Communications committee report presented by Matt Bucher and Elizabeth Martin. Final logo was approved 8/5 and vendor delivered final files on 8/8. Still awaiting delivery of brand book and agreement for retainer. The retainer of $3600 for collateral creation brings the total expenditures to $11,600—below the $15,000 budgeted for this project. Some discussion of logo reveal at October 4 groundbreaking event. Derek Mahnke moved to accept the report and Jennifer Klein seconded, motion passed unanimously.
6. Architectural Expansion and Improvement Committee Report presented by Derek Mahnke. The committee discussed the timeline for upcoming changes, including a “sit test” meeting and the contractor beginning to stage equipment in the parking lot. There is an issue with a cistern pipe above the lobby door. Lighting is currently over budget, partially due to increased tariffs. Elizabeth Martin moved to accept the report, Matt Bucher seconded. Motion passed unanimously.

Budget Requests:

* + - 1. Increase staff budget by $50K from retained income to accommodate additional personnel for partial year. Increase employee insurance by $4K and retirement by $2500.
      2. Increase patron network budget by $15K and staff network by $2500.

Matt Bucher moved to approve the budget requests and Jennifer Klein seconded, motion passed unanimously.

Consent Items

Services policy – minor changes; could be revisited if notary law changes require termination of notary services.

Derek Mahnke moved to accept the updated policy, Elizabeth Martin seconded, motion passed unanimously.

Action Items:

1. Discuss and take action on 2025 General Trustee Election. – No action taken at this time.
2. Discuss and take action on marketing and branding to potentially include an additional $3600 for future work on retainer. No action taken.
3. Discuss and take action on renovation plans. Discussion of sit test and new furniture to take place week of September 9, potentially. Action item: order new foam core posters for the renovation plans in main library space.
4. Discuss and take action on Renovation Kick Off Party. Date selected: 10/4, 3pm at the library. Will request Kona Ice. Need to send invites to officials and stakeholders. Need to come up with a name for the party. Jennifer Klein moved to accept the plans for the party, Derek Mahnke seconded, motion passed unanimously.
5. Discuss and take action on a new form/application for Library Sponsored programs. Some discussion about edits to the form. Change to page 1: “Library staff will not be responsible for advertising or managing registration or attendance.” Change to page 2: Add section for recurring programs with start & end dates defined per year, no more than 12 months’ notice given in advance for start date. Derek Mahnke moved to accept the revised form, Matt Bucher seconded, motion passed unanimously.
6. Discuss and take action on establishing a budget and goals for future Trustee training. Action deferred until after election is settled.
7. Discuss and take action on facilities issues, personnel considerations, closures, and/or budget adjustments. Matt Bucher moved to allow the director to close the Library on an ad hoc basis as needed for renovations, Jennifer Klein seconded the motion, motion passed unanimously.

Trustee items

* Next Board of Trustees meeting scheduled for October 14 at 7pm.

Meeting adjourned at 8:54 p.m.

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Matt Bucher Date Abigail Joffrain Date

Secretary President