

**WELLS BRANCH COMMUNITY LIBRARY DISTRICT AGENDA**  
**Monday, January 26, 2015 at 6:35 PM**

**Quorum:** Faye Cormier, Jill Traffanstedt, Theresa Faris , Laura Gomez-Horton,  
**Staff:** Donita Carlquist-Ward, Karen Mustard

**Megan Sylvester was out. Faye Cormier chaired meeting.**

**Citizen Comment**

Citizen comment is limited to three minutes unless given extra time by meeting chair

**No citizen's present.**

**Consent items:**

These may

Jill mentioned pulling budget and comments she sent Donita regarding the director's report.

Faye mentioned to pull the director's

Proposed to accept the consent items minus the director's report. Teresa seconded.  
No dissensions.

**Director's report discussion**

Suggested offering a stipend to get a summer intern. Could probably get an intern without a stipend, but it's helpful.

Have four library associates. No change to job duties but added a sentence to general description to specify for each.

Ex. Youth services associates

This gives opportunity to have a "second" to substitute.

There is cross training so people can substitute for each other.

***No action needed.***

**1. Discuss and take action on the Friends of the Library items and activities**

Membership can be paid online at [WBFriends.org](http://WBFriends.org)

Tracy is putting together a survey for the giftshop.

Information on garage sale will go out soon. Garage sale will be April 18, 2015.

Looking at having a chocolate appreciation class and also making that the general meeting.

Donita asked if they had looked into a food permit. Teresa will ask Gus. Teresa was informed that Gus is aware of the rules and timeframe. Teresa suggested someone

come speak to the FOL group since there are several new people. Teresa mentioned that the next meeting is supposed to be February 9, but they were planning to meet after the chocolate event.

Faye will look into finding written information that states expectations for FOL doing events.

**2. Discuss and take action on joining with other library districts to retain representation for the legislative session, to include budget adjustments if necessary.**

Donita explained “special purpose” districts and the benefits that might come with joining with other libraries. Districts got together and want to hire someone to watch legislative proposals. People were excited about the person proposed. Libraries will split cost. Donita suggested that we are pay for this from non-public funds. It was about \$3500 for the legislative year. Person proposed was Robert Thompson.

*Jill made a motion to retain the person for the legislative session; Faye second. No dissensions. Motion passed.*

Faye suggested requesting a meet and greet with person. West Bank already agreed to proposal already.

**3. Discuss and take action on the 2015 Summer Camp RFP**

Donita reported that last year’s summer camps were trials. Donita has same as last year, but wants to move timeline up since feedback suggested to do so. Donita will post now and at our next meeting we can consider applications.

Jill asked about advertising for the camp programs. Donita mentioned that she doesn’t feel comfortable advertising for them since it is not a library event and they charge for services.

Jill asked if we were comfortable with rules. 15% of revenue goes to library, basically it is the cost of room rental and reduced rate; they will follow guidelines and regulations; payment is due one day after the last day of camp.

*Teresa made a motion to approve the 2015 Summer Camp RFP advertisement proposal. No dissensions. Motion passed.*

**4. Discuss and take action on updates to the WBCLD ByLaws.**

*No action necessary.*

**5. Discuss and consider continuation or cancellation of paid subscription databases as a function of their usage.**

Donita mentioned an example was Job View is \$780 per year and usage has gone down.

Donita proposed developing a calculation of cost per use to determine what to keep, add, or remove. Teresa agreed to share the spreadsheet they use in Round Rock.

Would like to consider putting in Resume maker since it's been requested. Donita will look into cost. Karen mentioned this can be incorporated to the resume classes already offered.

Mango language gets an average of 39 usage per month at \$2100 per year. Averages \$4.48. Donita proposed reducing to the smaller package. She mentioned we would get to pick 6 languages. This option will come up in early summer. Decision will be delayed until more information is gathered.

*Faye made a motion to accept removing Job View. Jill seconded motion. No dissensions. Motion passed.*

PIM was just added to Mango and numbers for that has not been considered. Decision on Mango language will be delayed.

*Faye motioned to amend Mango languages from the large package to the smaller if we find that there are less than 5 usages per month outside the basic 6 languages that reflect our demographics. Jill seconded. No dissensions.*

Teresa suggested we consider Flipster and/or Zinio. Teresa mentioned they were able to get their subscription to New York Times lowered, but had to call and request it through as a "learning source." Donita will do some research on these resources.

## **6. Discuss and take action of facility maintenances issues including dry pendant inspection service for fire sprinkler system.**

Still looking into this. Laura suggested asking MUD, shopping centers, schools, what they use for their facilities. Jill shared information about older buildings MUD probably has to have inspections for.

No action will be taken other than gathering more information from area businesses. Karen suggested we contact North Star to recheck on their bid.

7. Discuss and take action of financial matters to include placement of funds and budget adjustments as needed.

Donita suggested using line item for board expenses to pay for legislative representation. Donita will add category 593 legislative expenses to show on budget. Donita suggested we use money that carried over from \_\_\_\_ so we don't have to pull from anywhere else.

*Faye proposed we fund legislative expenses by taking \$3200 from the retained income carry over from 2014 to 2015. Teresa seconded. No dissensions. Motion passed.*

Trustee items:

1. Announcements by Board members

Karen mentioned that paypal is not as funded as well as it used to be, however the library still uses it. Karen is requesting we transfer some money from Randolph Brooks to Regents and to paypal.

2. Future agenda items

Policies:

Patron computer use

Safety and Disaster

Patron behavior

Next meeting:

**March 2, 2015 at 6:30 p.m.**

**Faye will coordinate dinner order**

**Adjourned:**

**8:10 p.m.**