

WELLS BRANCH COMMUNITY LIBRARY DISTRICT AGENDA

Monday January 14, 2008 at 7:00 p.m.

**TO: THE BOARD OF TRUSTEES OF THE WELLS BRANCH COMMUNITY LIBRARY DISTRICT AND
TO ALL OTHER INTERESTED PERSONS:**

Notice is hereby given that the Board of Trustees of the Wells Branch Community Library District will meet at 15001 Wells Port Drive for:

1. Receive citizen input on issues (speaker limit 5 min).
2. Receive committee reports to include operations, facilities, technology, volunteer/ FOL, fundraising /grants, by-laws, community survey.
3. Receive Director's/ staff report to include children's programming, library usage statistics, status of meeting rooms, collection development status, training, web site, volunteer status, fines status, schedule of 2008 closings, marketing 4Q 2007, 4Q staff bonus goals, records management, reference services.

Consent Items:

(These items may be approved collectively or individually. Any of these items may be pulled for discussion upon the request of any Board member.)

1. Accept December Minutes as distributed.
2. Refer Treasurer's report to audit.

Action Items:

1. Discuss and consider purchase of vending equipment, vending supply issues.
2. Discuss and consider proposed schedule of programs February/ March, criteria for programming.
3. Discuss and consider addition of DSL line for catalog/library back-up operation.
4. Discuss and consider financial matters to include review of YTD budget and adjustments
5. Discuss and consider summer program plans, requirements
6. Discuss and consider schedule and scope of relations training session.
7. Discuss and consider change to personnel policies.

Executive session:

1. Discuss and consider director's annual review.

Trustee items:

1. Receive letter of intent to resign from Ray Kurtz
2. Announcements by Board members;
3. Future agenda items;

All of the above items are subject to action by the board.

Dianne Koehler
President, Board of Trustees

The Library Board may retire to executive session any time between the meeting's opening and adjournment for the purpose of consultation with legal counsel pursuant to Chapter 551.071 of the Texas Government Code; discussion of personnel matters pursuant to Chapter 551.074 of the Texas Government Code; and/or real estate acquisition pursuant to Chapter 551.072 of the Texas Government Code. Action, if any, will be taken in open session.

Wells Branch Community Library
Board of Trustees Meeting
Monday, January 14, 2007

The meeting was called to order at 7:04pm. Board members in attendance were Diane Koehler, Kathleen Williams, Lois Kantor and Shannon Best. Ray Kurtz was absent. Library staff in attendance were Donita Carlquist and Daniel Berra.

There were no citizens present.

Ms. Carlquist distributed the monthly reports. The reports were accepted.

Consent Items

1. December minutes will be tabled for next meeting.
2. The treasurer's report was referred to audit.

Action Items

1. Discuss and consider purchase of vending equipment, vending supply issues.

Ms. Koehler moved to purchase machines from Vending Depot for library. Ms. Kantor seconded. Motion passed.

2. Discuss and consider proposed schedule of programs February/March, criteria for programming.

Travis County Health Department now requires permit to provide food, so the library will not be distributing food for events. Criteria for programs will be based on qualitative value. Will network to get some ideas.

3. Discuss and consider addition of DSL line for catalog/library back-up operation.

Ms. Koehler moved to add DSL line to library for route to catalog and for staff use. Ms. Best seconded. Motion passed. Ms. Carlquist to check on prices for commercial line.

4. Discuss and consider financial matters to include review of YTD budget and adjustments.

No items to discuss.

5. Discuss and consider summer program plans and requirements.

Get solicitation letters out in February and simplify kids' prizes. Decide prices for summer camp and find sponsorship. Ad hoc committee will consist of Donita, Shannon and Traci.

6. Discuss and consider schedule and scope of relations training session.

Ms. Kantor moved Operations Committee have power to approve "contract" with entity to deliver program under \$1000. Ms. Koehler seconded. Each board and staff member will contribute anonymously one (or more) issues/concerns to be addressed. All issues or

concerns need to be given to Ms. Carlquist in a sealed envelope by 1/21/08. Training is scheduled for first week in March.

7. Discuss and consider change to personnel policies.

There were no changes to discuss.

Executive Session

1. Discuss and consider director's annual review.

This was not ready for discussion and tabled.

Trustee Items

There will be no meeting in February (unless emergency arises).

The meeting was adjourned at 9:05pm.

Respectfully submitted,
Shannon Best
Secretary WBL Board of Trustees

WELLS BRANCH COMMUNITY LIBRARY DISTRICT AGENDA

Monday February 11, 2008 at 7:00 p.m.

**TO: THE BOARD OF TRUSTEES OF THE WELLS BRANCH COMMUNITY LIBRARY DISTRICT AND
TO ALL OTHER INTERESTED PERSONS:**

Notice is hereby given that the Board of Trustees of the Wells Branch Community Library District will meet at 15001 Wells Port Drive for:

1. Receive citizen input on issues (speaker limit 5 min).
2. Receive committee reports to include operations, facilities, technology, volunteer/ FOL, fundraising /grants, by-laws, community survey.
3. Receive Director's/ staff report to include children's programming, library usage statistics, status of meeting rooms, collection development status, training, web site, volunteer status, fines status, records management, reference services.

Consent Items:

(These items may be approved collectively or individually. Any of these items may be pulled for discussion upon the request of any Board member.)

1. Accept January Minutes as distributed.
2. Refer Treasurer's report to audit.
3. Accept resignation of board member Ray Kurtz.

Action Items:

1. Discuss and consider Resolution for approval of Investment Officer.
2. Discuss and consider revisions of Investment Policy.
3. Discuss and consider tech issues: addition of DSL line for catalog/library back-up operation, replacement of additional staff computer, launch of CyberN.
4. Discuss and consider financial matters to include review of YTD budget and adjustments
5. Adopt Order to call Election for May 2008.
6. Discuss and consider proposed revisions to board committee structure in bylaws Article IV and make committee assignments.
7. Discuss and consider trustee stipends.
8. Discuss and consider proposed schedule of programs March/April, criteria for programming, summer program plans, requirements
9. Discuss and consider change to personnel policies.

Executive session:

1. Discuss and consider director's annual review.

Trustee items:

1. Announcements by Board members;
2. Future agenda items;

All of the above items are subject to action by the board.

Dianne Koehler
President, Board of Trustees

The Library Board may retire to executive session any time between the meeting's opening and adjournment for the purpose of consultation with legal counsel pursuant to Chapter 551.071 of the Texas Government Code; discussion of personnel matters pursuant to Chapter 551.074 of the Texas Government Code; and/or real estate acquisition pursuant to Chapter 551.072 of the Texas Government Code. Action, if any, will be taken in open session.

WELLS BRANCH COMMUNITY LIBRARY
FEBRUARY 11, 2008
MINUTES

Present: Daniel Berra, Donita Carlquist, Lois Kantor, Dianne Koehler, Kathleen Williams. Guests: Sandra Newton, Michael Woods

Meeting called to order at 7:04 p.m.

Committee Reports

1. Citizen attendees introduced.
2. Reports from committees:
 - a. More revenue was generated from selling donated books on Ebay than from on-site sales (cf. \$190 vs. \$30 for same number of books)
 - b. A new computer was added to the holdings as a replacement
3. The Director's report was distributed to the Board and staff.

Consent Items

All of the following were approved collectively:

- January minutes as distributed
- Treasurer's report to audit (ongoing)
- Resignation of board member Ray Kurtz

Action Items

1. Motion to accept the resolution for Approval of Investment Officer by Lois Kantor, seconded by Kathleen Williams; **passed unanimously.**
2. Motion to accept Revisions to the Investment Policy by Kathleen Williams, seconded by Lois Kantor; **passed unanimously.**
3. Discussion of technical issues:
 - a. Addition of DSL line for catalog/library backup—completed in January 2008
 - b. Replacement of additional staff computer – **no action**
 - c. Launch of CyberN – **no action**
4. Discussion of financial matters, including YTD budget and adjustments – **no action**
5. Motion to accept Order to Call Election for May 10, 2008 by Dianne Koehler, seconded by Lois Kantor. Noted that there are no changes from previous order. **Passed unanimously.**
6. Motion to accept D. Carlquist's Proposal to Revise Board Committee Structure (Bylaws Article 4, page 6) by Dianne Koehler, seconded by Lois Kantor. Discussion centered on specifics of proposal, such as Board meeting quarterly while committees would meet monthly if needed; each Board member ideally serving on 2-3 committees and each committee having not more than 2 board members; recommendations of committees being forwarded to the Director (procedural) and/or Board (policy). Finally, attendees volunteered for the following committees:
 - a. Lois Kantor: Facilities, Personnel, Programming
 - b. Kathleen Williams: Collections, Technology, Finance
 - c. Dianne Koehler: Public Relations, Finance, other as needed
 - d. Michael Woods: Public Relations, Finance
 - e. Sandra Newton: Technology, others as needed

(It was noted that committees will be budgeted for refreshments during meetings.) All committees would commence meetings in March 2008. Motion to accept Proposal of Director was made by D. Koehler, seconded by L. Kantor, and **passed unanimously**.

7. Motion to award stipends to trustees by Dianne Koehler, seconded by Lois Kantor. Discussion included results of Koehler's email survey as well as general sense that trustee positions are primarily refused for two reasons: work schedules and parental responsibilities. Motion **unanimously denied**. Board directive to pass this matter to committees for input, further study.
8. Programming matters described. No motion was made. Board directive to send this to Programming Committee.
9. Personnel policies. No motion was made. Board directive to send this to Personnel Committee.

NOTE: Board was scheduled to meet on March 17, 6:45 p.m. to cancel elections if trustee positions are unopposed as per by-laws.

This portion of the meeting ended at approximately 7:50 p.m. and the Board went into executive session.

Submitted for approval by
Sandra S. Newton



WELLS BRANCH COMMUNITY LIBRARY DISTRICT AGENDA

Wednesday, February 27th at 6:00 PM

**TO: THE BOARD OF TRUSTEES OF THE WELLS BRANCH COMMUNITY LIBRARY DISTRICT AND
TO ALL OTHER INTERESTED PERSONS:**

Notice is hereby given that the Board of Trustees of the Wells Branch Community Library District will meet at 15001 Wells Port Drive for:

Action Items:

1. Appoint Sandra Newton as trustee.
2. Administer oath of office to trustee Newton.
3. Accept resignation from Shannon Best.
4. Appoint Blythe Jewell as trustee.
5. Administer Oath of office to trustee Jewell.
6. Appoint trustees to committees.
7. Appoint a secretary for the board of trustees.

Trustee items:

1. Announcements by Board members;
2. Future agenda items;

All of the above items are subject to action by the board.

Lois Kantor
Vice President, Board of Trustees

The Library Board may retire to executive session any time between the meeting's opening and adjournment for the purpose of consultation with legal counsel pursuant to Chapter 551.071 of the Texas Government Code; discussion of personnel matters pursuant to Chapter 551.074 of the Texas Government Code; and/or real estate acquisition pursuant to Chapter 551.072 of the Texas Government Code. Action, if any, will be taken in open session.

Wells Branch Community Library Board Meeting Minutes

27 February 2008, 6 p.m.

The meeting was called to order at 6:25 p.m.

In attendance: Shannon Best, Donita Carlquist, Lois Kantor, Kathleen Williams. Absent: Dianne Koehler.

Guest: Sandra Newton

Action Items:

1. Kantor moved to appoint Sandra Newton as trustee to replace Ray Kurtz. Best seconded motion. No discussion. Motion passed unanimously.
2. Newton took oath of office.
3. Shannon Best tendered resignation from Board (previously submitted to Koehler, written copy submitted to Kantor at meeting). Kantor moved to accept said resignation. Williams seconded motion. No discussion. Motion passed unanimously.
4. Appointment of Blythe Jewell as trustee tabled because Jewell was not present.
5. Jewell's oath of office tabled as well.
6. Trustees' service on committees confirmed from January 14 meeting. Newton assigned to these committees: Tech, Programming, and Facilities.
7. Kantor moved to appoint Newton as secretary for the Board, seconded by Williams. Discussion: Newton agreed to serve as secretary until/unless another board member expresses an interest in the position. Motion passed unanimously.

Future Agenda Items (next meeting scheduled for 17 March 2008 at 6:45 p.m.):

- Carlquist suggested an assessment and/or suspension of the Shining Star Program because of low returns on investment of time and money. It was recommended that this matter be referred to one of the committees.

The meeting was adjourned at 6:43 p.m.

Respectfully submitted,



Sandra S. Newton

Secretary

WELLS BRANCH COMMUNITY LIBRARY DISTRICT AGENDA

Monday, March 17th at 6:00 PM

**TO: THE BOARD OF TRUSTEES OF THE WELLS BRANCH COMMUNITY LIBRARY DISTRICT AND
TO ALL OTHER INTERESTED PERSONS:**

Notice is hereby given that the Board of Trustees of the Wells Branch Community Library District will meet at 15001 Wells Port Drive for:

Action Items:

1. Appoint Blythe Jewell as trustee.
2. Administer oath of office to trustee Jewell.
3. Adopt order to cancel May trustee election.
4. Discuss and consider an Open House or other means to solicit community involvement in committees.

Trustee items:

1. Announcements by Board members;
2. Future agenda items;

All of the above items are subject to action by the board.

Lois Kantor
Vice President, Board of Trustees

The Library Board may retire to executive session any time between the meeting's opening and adjournment for the purpose of consultation with legal counsel pursuant to Chapter 551.071 of the Texas Government Code; discussion of personnel matters pursuant to Chapter 551.074 of the Texas Government Code; and/or real estate acquisition pursuant to Chapter 551.072 of the Texas Government Code. Action, if any, will be taken in open session.

Wells Branch Community Library Board Meeting Minutes

[Monday, 17 March 2008, 6 P.M.]

The meeting was called to order at 6:08 p.m..

In attendance: D. Carlquist, B. Jewell, L. Kantor, D. Koehler, K. Williams ; (S. Newton absent)

Action Items:

1. Motion (D. Koehler) to appoint Blythe Jewell to vacant position. Second by K. Williams. Passed unanimously.
2. B. Jewell took the oath of office
3. Motion (L. Kantor) to cancel May trustee election. Second by D. Koehler. Passed unanimously.
4. There was discussion to consider an Open House to solicit community involvement in standing committees. No vote was taken but a date for the Open House, as suggested by the Director, was set.

The meeting was adjourned at 6:38 p.m.

Respectfully submitted,



Sandra S. Newton
Secretary

WELLS BRANCH COMMUNITY LIBRARY DISTRICT AGENDA

Monday April 14, 2008 at 7:00 p.m.

TO: THE BOARD OF TRUSTEES OF THE WELLS BRANCH COMMUNITY LIBRARY DISTRICT AND TO ALL OTHER INTERESTED PERSONS:

Notice is hereby given that the Board of Trustees of the Wells Branch Community Library District will meet at 15001 Wells Port Drive for:

1. Receive citizen input on issues (speaker limit 5 min).
2. Receive committee reports.
3. Receive Director's/ staff report to include children's programming, library usage statistics, status of meeting rooms, collection development status, training, web site, volunteer status, fines status, records management, reference services.

Consent Items:

(These items may be approved collectively or individually. Any of these items may be pulled for discussion upon the request of any Board member.)

1. Accept Minutes as distributed.
2. Refer Treasurer's report to audit.

Action Items:

1. Receive and accept 2007 Audit report.
2. Discuss and consider committee focus and process to include powers, reporting, adoption of committee goals, and direction.
3. Discuss and consider plans for library's 10th birthday/anniversary August 08.
4. Discuss and consider tech issues: launch of CyberN, tech needs.
5. Discuss and consider financial matters to include review of YTD budget and adjustments
increase tech budget item 555 by \$1500 to \$3500 for biblionix renewal and electronic/phone contact contract and decrease board election item 592 by \$1500
increase income item 468 coffee/vending by \$1850 to \$2000 (\$200/mo vending sales)
increase expense item 504 coffee /vending by \$1250 to \$6350 (\$150/mo vending supplies)
6. Discuss and consider methods to promote use of local businesses to increase sales tax revenue.
7. Discuss and consider proposed schedule of programs, criteria for programming, summer program plans, requirements
8. Discuss and consider 2008 patron survey.

Executive session:

Trustee items:

1. Announcements by Board members;
2. Future agenda items;

All of the above items are subject to action by the board.

Dianne Koehler
President, Board of Trustees

The Library Board may retire to executive session any time between the meeting's opening and adjournment for the purpose of consultation with legal counsel pursuant to Chapter 551.071 of the Texas Government Code; discussion of personnel matters pursuant to Chapter 551.074 of the Texas Government Code; and/or real estate acquisition pursuant to Chapter 551.072 of the Texas Government Code. Action, if any, will be taken in open session.

Wells Branch Community Library
Board Meeting Minutes
Monday, April 14, 2008, 7 p.m.

The meeting was called to order at 7:07 p.m.

In attendance: Lois Kantor, Dianne Koehler, Sandra Newton, Kathleen Williams. Absent: Blythe Jewell.
Staff: Daniel Berra, Assistant Director; Donita Carlquist, Director. Guest: Mr. Montemayor, auditor.

Citizen input: No citizens present.

Reports from committees and the director were distributed.

- Committee Reports were received and accepted.
- The Director's Report was received and accepted.

Consent Items:

- Minutes of Feb. 11, Feb. 27, and March 11 meetings were received. These were accepted collectively.
- Treasurer's Report was referred to audit.

Action Items:

1. **The 2007 Audit Report** was received and reviewed, with Mr. Montemayor, the auditor, who summarized the contents as a "clean opinion." Koehler moved to accept the 2007 Audit Report. Kantor seconded. Motion passed. The final copy of the 2007 Audit Report will arrive at the end of the week.
2. **Discussion of Committees' Processes.** Koehler moved to set parameters for Board Committees. Kantor seconded. Motion passed. Committees were reminded to keep notes of meetings and forward copies of these notes to the Board.
3. **Discussion and consideration of plans for library's tenth birthday (August 8, 2008).** Koehler moved to develop plans to celebrate the library's tenth birthday. Newton seconded. Motion passed. Committees are directed to present specific ideas and suggestions for consideration to the Board before the next Board meeting, tentatively scheduled for the second Monday in May. The Board's discussion included possible events, food and beverage availability, inside and outdoor activities, and a tentative date of August 8 through 10.
4. **Discussion of tech issues.** CyberN is expected to be installed and tested on Tuesday, April 15, 2008. Previously-established standard operating procedures will be maintained until further analysis. The system will not have a public launch until staff has the opportunity to "test-drive" the system for a short time.
5. **Discussion of financial matters, including YTD budget and adjustments.** Koehler moved to accept the YTD budget and adjustments as presented. Williams seconded. Motion passed.
6. **Discussion of promoting and patronizing local businesses to increase sales tax revenue.** This item was tabled and referred to the Public Relations and Finance Committees. Discussion included the possibility of including a "directory" of Wells Branch businesses on the library's web site.
7. **Discussion of programming items.** Kantor moved that the summer programming as developed be accepted. Newton seconded. Motion passed. Board was informed of the programming schedule; criteria for programming should go to the Programming Committee.

8. **Discussion of 2008 (annual) patron survey.** Meeting attendees were asked to review and suggest additions/deletions to prior survey. The Public Relations Committee will redesign the survey.

EXECUTIVE SESSION

Trustee Items:

1. **Announcements by Board members.** None
2. **Future agenda items.**
 - a. Inventory
 - b. IM – recommendations needed
3. **Next Board meeting** is scheduled for May 21, 2008.

The meeting was adjourned at 9:15 pm.

Respectfully submitted,



Sandra S. Newton
Secretary

WELLS BRANCH COMMUNITY LIBRARY DISTRICT AGENDA

Wednesday May 21, 2008 at 7:20 p.m.

**TO: THE BOARD OF TRUSTEES OF THE WELLS BRANCH COMMUNITY LIBRARY DISTRICT
AND TO ALL OTHER INTERESTED PERSONS:**

Notice is hereby given that the Board of Trustees of the Wells Branch Community Library District will meet at 15001 Wells Port Drive for:

1. Receive citizen input on issues (speaker limit 5 min).
2. Receive committee reports.
3. Receive Director's/ staff report to include children's programming, library usage statistics, status of meeting rooms, collection development status, training, web site, volunteer status, fines status, records management, reference services.

Consent Items:

(These items may be approved collectively or individually. Any of these items may be pulled for discussion upon the request of any Board member.)

1. Accept Minutes as distributed.
2. Refer Treasurer's report to audit.

Action Items:

1. Administer oath of office to trustees.
2. Discuss and consider expansion of library hours beginning in the summer.
3. Discuss and consider plans for library's 10th birthday August 08-9
4. Discuss and consider tech issues: launch of CyberN, tech needs - increased budget for equipment.
5. Discuss and consider landscape issues to include mowing and plant replacement.
6. Discuss and consider increased wage schedule and benefits.
7. Discuss and consider recommendations from PR committee re marketing, branding.
8. Discuss and consider proposed schedule of programs, criteria for programming, summer program plans, requirements
9. Discuss and consider financial matters to include review of YTD budget and adjustments, allocation of funds from revenues.
 - Increase special family programs budget item 533 by \$800 to \$2000
 - Increase special programs budget item 532 by \$1200 and decrease budget item 592 \$1200 and earmark for 10th Birthday event.
 - Allocate \$5000 budgeted increase for books to budget item 521 Adult books
 - Allocate \$12,000 for increased payroll, taxes, and benefits to budget items 511, 513, 517, 518
10. Discuss and consider revisions to meeting room policy language.
11. Discuss and consider 2008 patron survey.
12. Receive and discuss Director's plan of action to meet 2008 performance goals.

Executive session:

Discuss Director compensation.

Trustee items:

1. Announcements by Board members;
2. Future agenda items;

All of the above items are subject to action by the board.

Dianne Koehler

President, Board of Trustees

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Wells Branch Community Library
Board Meeting Minutes
Wednesday, May 21, 2008
7:30 p.m.

The meeting was called to order at 7:35 p.m..

In attendance: Blythe Jewell , Lois Kantor, Dianne Koehler, Sandra Newton (late), Kathleen Williams.
Staff: Daniel Berra, Assistant Director; Donita Carlquist, Director.

Citizen input: no citizens present

Reports from committees and the director were distributed.

- Staff Reports: Media/Print, Monthly Statistics, Records-Management (Storeroom), Reference, Children's
- Director's Report
- Committee reports: Public Relations, Finance, Technology

Consent Items:

- Minutes of prior meeting(s) were accepted as distributed.
- Treasurer's Report was accepted as distributed.

Action Items:

1. Oath of Office was administered for Blythe Jewell, Lois Kantor, Dianne Koehler. These are now on file.
2. Discussion of expansion of library hours. Motion made (Koehler), seconded (Kantor) to extend library hours starting in June/July. Discussion included review of statistics provided by Carlquist (hours would be increased 20%) and impact on task-assignments and wages/benefits. Board agreed that hours should be extended at least through the summer with an impact assessment presented at the October Board meeting. Motion passed unanimously. New hours will be: Mon-Thurs 10 a.m. – 8 p.m., Fri 10 a.m. – 6 p.m., Sat & Sun 1 – 6 p.m.
3. Discussion of Library's Tenth Birthday Celebration. Carlquist presented a list of possible activities but indicated that we need to choose from this list based on staff/volunteer availability; the list will be distributed to committees to indicate preferences. Discussion noted that there were not enough adult activities planned, and suggestions in this regard included a film showing, a dance class (square, line, swing), a concert, and a "battle of the local bands." It was agreed that the chosen/planned activities must be finalized by Friday, June 27.
4. Tech needs. The Tech Committee has not yet made any request for increased funds, so the discussion regarded the installation of CyberN. It was reported that while CyberN has been installed, it is still not working as planned. Michael continues to work on it.
5. Landscaping. Within the next two weeks, Richard Fidal of Texascapes will be contacting either Koehler or Carlquist to survey and recommend landscaping routines. There are sufficient funds in the budget to accommodate professional services.
6. Williams moved and Koehler seconded a motion to accept a revised scale of wages and benefits as presented by Carlquist (see document "New Chart"). Discussion included the suggestion that staff/professional development programs and opportunities be continued apace. Motion passed unanimously. The new scale will affect Associate through Assistant Director categories.

7. Jewell and Kohler presented the recommendations of the PR committee regarding marketing and branding, including samples of brochures (General Information and Meeting Room Information). Since these are procedural matters, these recommendations will be implemented by staff; no Board action was necessary.
8. Discussion of Programming. This item is tabled; the Program Committee has not made recommendations in time for the current meeting.
9. YTD Budget and Adjustments. Newton moved and Kantor seconded that adjustments be accepted. Motion passed unanimously. The following adjustments will be made:
 - Increase special family programs budget, item 533, by \$800 to \$2000.
 - Increase special programs budget, item 532, by \$1200 and decrease item 592 by \$1200 (earmark for 10th Birthday events)
 - Allocate \$5000 budgeted increase for books to budget item 521, Adult books
 - Allocate \$15000 for increased payroll, taxes, and benefits to budget items 511, 513, 517, and 518
10. The printed/revise "Revisions to Meeting Rooms Policy/Fee Schedule/Agreement" was distributed for review and discussion. Kantor moved (Koehler seconded) to adopt the revisions to the document(s) as discussed. The content revisions to both the Policy and the Agreement were extensive, including a "Release of Liability" section; there was a suggestion that the Policy be posted as well as provided in handout form upon completion of the Agreement. Motion passed unanimously.
11. Discussion and review of the annual Patron Survey was tabled.
12. The Board received the Director's report on Goals For 2008 as part of her performance review; Carlquist was congratulated on her ongoing achievements in this matter.

Open meeting was adjourned at 9:39 p.m.

[EXECUTIVE SESSION – cancelled]

Respectfully submitted,



Sandra S. Newton
Secretary

WELLS BRANCH COMMUNITY LIBRARY DISTRICT AGENDA

Monday July 14, 2008 at 7 p.m.

**TO: THE BOARD OF TRUSTEES OF THE WELLS BRANCH COMMUNITY LIBRARY DISTRICT
AND TO ALL OTHER INTERESTED PERSONS:**

Notice is hereby given that the Board of Trustees of the Wells Branch Community Library District will meet at 15001 Wells Port Drive for:

1. Receive citizen input on issues (speaker limit 5 min).
2. Receive committee reports.
3. Receive Director's/ staff report to include children's programming, library usage statistics, status of meeting rooms, collection development status, training, web site, volunteer status, fines status, records management, reference services.

Consent Items:

(These items may be approved collectively or individually. Any of these items may be pulled for discussion upon the request of any Board member.)

1. Accept Minutes as distributed.
2. Refer Treasurer's report to audit.

Action Items:

1. Discuss and consider plans for library's 10th birthday August 08-9, board/staff recognition dinner
2. Discuss and consider landscape issues to include grants, overall garden plans/goals, landscape specialist, plant replacement, irrigation
3. Discuss and consider tech issues to include CyberN, budget adjustments, employment computers, staff computer usage policy
4. Discuss and consider financial matters to include review of YTD budget and adjustments
5. Discuss and consider revising committee process and reinstating monthly board meetings.
6. Discuss and consider 2008 patron survey.
7. Discuss and consider proposed schedule of programs, criteria for programming, summer program plans, and requirements.

Executive session:

Trustee items:

1. Announcements by Board members;
2. Future agenda items;

All of the above items are subject to action by the board.

Dianne Koehler
President, Board of Trustees

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Wells Branch Community Library
Board Meeting Minutes
Monday—July 14, 2008, 7 p.m.

The meeting was called to order at 7 p.m..

In attendance: Blythe Jewell, Lois Kantor, Dianne Koehler, Sandra Newton, Kathleen Williams; staff: Donita Carlquist, Daniel Berra

Citizen input: no citizens in attendance

Reports from committees and the director were distributed.

- Technology Committee report (distributed in email)
- Facilities Committee report (distributed in email)
- Programs Committee report distributed; Daniel Berra commended for content
- Director's report accepted; it was noted that the extended morning hours seem successful and will continue to be analyzed for effectiveness

Consent Items:

- Minutes of April 14 and May 21 meetings were accepted.
- Treasurer's Report was accepted.

Action Items:

1. Library's Tenth Birthday Party – The party is scheduled for special Friday (Aug. 7) programming and birthday festivities for Saturday, August 8, between 11 a.m. and 1 p.m. with a special auto-care clinic earlier that day. Food permits are being handled by Donita Carlquist, and door prizes by Blythe Jewell and Dianne Koehler. Events include various carnival games, window art, a book-truck relay, hula hoop contest, scavenger hunt, and history-of-the-library display. We discussed t-shirt designs and setting aside 50 adults' and 50 children's books for prizes.
2. Landscape Issues
 - a. *Grant* – A grant proposal was made to Keep Austin Beautiful which, it was subsequently learned, was not successful. However, the library will move ahead with its plans to implement some of the grant contents. MOTION (Lois Kantor, seconded by Dianne Koehler): The library will adopt as a short-term goal the pursuit of certification as a Wildlife Habitat Center. PASSED UNANIMOUSLY.
 - b. *Landscaping*—MOTION (Lois Kantor, seconded by Sandra Newton): The library will hire (permanent position) a landscape specialist/maintainer for approximately 5-10 hours/week. MOTION DENIED (four nay, one abstain). Discussion points included:
 - i. Salary for this position would come out of facilities budget
 - ii. TexasScapes has agreed to do a consultation and bid by the end of the week (7/14/08)
 - iii. Donita Carlquist indicated that the water has been turned back on and the sprinkler system can be programmed
 - iv. Consensus of the group was that this matter be referred to the Facilities Committee for a recommendation

3. Technology Issues

- a. *Budget* – The Technology Committee has requested adjustments to its budget. MOTION (Sandra Newton, seconded by Dianne Koehler): A redistribution of monies as presented be accepted. PASSED UNANIMOUSLY. The revised totals requested are:
553: \$6050.
555: \$4950
556: \$1732.50
557: \$1767.50
[These are redistributions, not increases.]
 - b. *CybraryN* continues to be a concern for the board and staff because of our inability to implement it successfully. The consensus of the board is that this item be turned over to the Technology Committee for further analysis and discussion, including discussions with Xan from Apollo; the committee is urged to have a firm recommendation ready for the next board meeting.
 - c. *Employment Computers* – the director had previously enquired about the feasibility of redeploying the four employment computers into general adult-use computers. This item is referred to the Technology Committee for study and its recommendation to the board.
 - d. *Usage Policies* – The current patron-usage policies are referred to the Technology Committee for review and report/recommendation to the board. It was noted, however, that no staff-usage policy exists. MOTION (Dianne Koehler, seconded by Lois Kantor): The Board should establish a staff computer-use policy. PASSED UNANIMOUSLY. This matter is forwarded to the Personnel Committee for development and a recommendation to the board.
4. Financial Matters – It was noted that there are no adjustments to the YTD budget except those requested by the Tech Committee (see 3a above). MOTION (Dianne Koehler, seconded by Kathleen Williams): Send a matching payment of \$2500 on the loan held by Bank of America. PASSED UNANIMOUSLY.
5. Committee Process – The current committee structure, implemented a few months ago, was discussed in terms of effectiveness, and it was noted that committees have been more reactive than proactive, seeming to meet only at the behest of the board. It was agreed that committees need to meet regularly to deal with issues in a timely manner. Dianne Koehler recommended, and all agreed, that the Board should return to monthly meetings in order that committee reports and recommendations can be acted upon as soon as possible.
6. 2008 Patron Survey – The annual patron survey is available for review/edit by the board. It will be placed on Survey Monkey from August 8 through the end of the month as well as be available in print form at the library.
7. Programs – It is noted that Dianne Koehler will replace Lois Kantor on the Programs Committee (all other committee memberships remain the same) and that that committee will meet the last week of August to “reconstitute.” Dianne Koehler raised concerns about the children’s summer programming, and these concerns will be forwarded to the committee.

EXECUTIVE SESSION: none

Trustee Items:

1. Announcements
 - a. Dianne Koehler learned that there is a change in the law which may allow greater tax income based on remodeling done in the district.
 - b. The new Children's Librarian is Kristin Grance; she will officially start in August 2008.
 - c. Blythe Jewell volunteered to represent WBCL at the Central Texas Library System (CTLS).

2. Other – Lois Kantor, Sandra Newton, and Blythe Jewell need to implement co-sign privileges at the bank ASAP.

NEXT MEETING: Monday, August 18, 2008, 6 p.m. (please note earlier time!)

The meeting was adjourned at 9:42 p.m.

Respectfully submitted,



Sandra S. Newton
Secretary

WELLS BRANCH COMMUNITY LIBRARY DISTRICT AGENDA

Monday August 18, 2008 at 6 p.m.

**TO: THE BOARD OF TRUSTEES OF THE WELLS BRANCH COMMUNITY LIBRARY DISTRICT
AND TO ALL OTHER INTERESTED PERSONS:**

Notice is hereby given that the Board of Trustees of the Wells Branch Community Library District will meet at 15001 Wells Port Drive for:

1. Receive citizen input on issues (speaker limit 5 min).
2. Receive committee reports.
3. Receive Director's/ staff report to include children's programming, library usage statistics, status of meeting rooms, collection development status, training, web site, volunteer status, fines status, records management, reference services.

Consent Items:

(These items may be approved collectively or individually. Any of these items may be pulled for discussion upon the request of any Board member.)

1. Accept Minutes as distributed.
2. Refer Treasurer's report to audit.

Action Items:

1. Discuss and consider landscape issues to include landscape specialist, plant replacement, irrigation issues and MUD offer of well connection
2. Discuss and consider revision of personnel policies to include Staff computer policy and Extending tuition reimbursement benefit to all full-time staff members
3. Discuss and consider increasing allowable hours for staff to full time at management's discretion
4. Discuss and consider financial matters to include review of YTD budget
5. Discuss and consider tech issues to include CyberN, tech maintenance contract, change to usage of employment area computers
6. Discuss and consider closing dates for inventory and board/staff retreat.
7. Discuss and consider proposed schedule of programs, criteria for programming, summer program plans, and requirements.

Executive session:

Trustee items:

1. Announcements by Board members;
2. Future agenda items;

All of the above items are subject to action by the board.

Dianne Koehler
President, Board of Trustees

The Library Board may retire to executive session any time between the meeting's opening and adjournment for the purpose of consultation with legal counsel pursuant to Chapter 551.071 of the Texas Government Code; discussion of personnel matters pursuant to Chapter 551.074 of the Texas Government Code; and/or real estate acquisition pursuant to Chapter 551.072 of the Texas Government Code. Action, if any, will be taken in open session.

Wells Branch Community Library
Board Meeting Minutes
August 18, 2008, 6 p.m.

The meeting was called to order at 6:05 p.m.

In attendance: B. Jewell, L. Kantor, D. Koehler, S. Newton, K. Williams; D. Carlquist Ward, D. Berra

Citizen input: none

Reports from committees and the director were distributed (attached) and accepted.

- Director's staff report – it was suggested that future events be no longer than one-day for attendance purposes; noted in discussion that Austin public library will be dropping its non-resident fee and this is expected to impact the WBCL patronage
- Children's Librarian report – suggestion to change time or merge some programs to boost attendance
- Reference report
- Adult Programs report, including two initiatives
- Technology report

Consent Items:

- Minutes of July 14 meeting were accepted with one typographical error corrected.
- Treasurer's Report was accepted.

Action Items:

1. Landscape Issues.
 - a. Finding a specialist has been difficult because of the time of year; the search for a specialist will be resumed in the winter season.
 - b. No plants will be replaced until irrigation issues are settled; some beds have been mulched but the front sidewalk area also needs mulching.
 - c. The irrigation system is still not functioning properly; a consultant is scheduled this week.
 - d. L. Kantor moved to accept the MUD offer to install a well (seconded by S. Newton). The library will bear only the electricity expense. MOTION PASSED UNANIMOUSLY.
2. Revision of Personnel Policies.
 - a. "Staff Computer Policies" was tabled.
 - b. Tuition reimbursement extension was tabled.
3. Allowable Increase in Individual Employee Hours. B. Jewell moved to temporarily increase hours as necessary until a permanent proposal is presented (seconded by S. Newton). MOTION PASSED UNANIMOUSLY. It was noted that documentation should be presented in support of the assertion that administrative time has been/is lost in the current configuration of extended opening hours and present staffing. Moreover, definitions of "salaried positions" were discussed.
4. Financial matters, including YTD budget. No items or discussion.
5. Tech issues.
 - a. The Tech Committee recommended, on review, dropping Cybrary-N. S. Newton moved to suspend efforts to implement Cybrary-N (seconded by K. Williams). MOTION PASSED

UNANIMOUSLY. The Tech Committee continues to examine alternative management software programs.

- b. The Tech Committee recommended establishing a scheduled contract with an I.T. firm. The Board agreed that this would help to systemize and organize current IT work flow. It was determined that an IT specialist be scheduled to be on-site at 9 a.m. every other Tuesday for a minimum of one hour. S. Newton will follow through on this and present a proposed contract to the Board.
 - c. The recommendation of the Tech Committee regarding the Employment computers was withdrawn at the request of the Director who indicated that with the suspension of Cybrary-N there is no need to reconfigure Employment-computer use.
6. Inventory. The library inventory is scheduled for October 14, 15, and 16 (Tuesday, Wednesday, and Thursday) and, as usual, the library will be closed. In keeping with this schedule, the annual Board/Staff Retreat is scheduled for Tuesday, October 14, at 5 p.m.
 7. Programs. The Programs committee will meet on August 27 at 2 p.m. to discuss current criteria and summer program plans and requirements. D. Koehler replaces L. Kantor on this committee.

NEXT BOARD MEETING: September 8, 2008 at 6 p.m.

EXECUTIVE SESSION (no items).

The meeting was adjourned at 7:30 p.m.

Respectfully submitted,



Sandra S. Newton
Secretary

WELLS BRANCH COMMUNITY LIBRARY DISTRICT AGENDA

Monday September 8, 2008 at 6 p.m.

**TO: THE BOARD OF TRUSTEES OF THE WELLS BRANCH COMMUNITY LIBRARY DISTRICT
AND TO ALL OTHER INTERESTED PERSONS:**

Notice is hereby given that the Board of Trustees of the Wells Branch Community Library District will meet at 15001 Wells Port Drive for:

1. Receive citizen input on issues (speaker limit 5 min).
2. Receive committee reports.
3. Receive Director's/ staff report to include children's programming, library usage statistics, status of meeting rooms, collection development status, training, web site, volunteer status, fines status, records management, reference services.

Consent Items:

(These items may be approved collectively or individually. Any of these items may be pulled for discussion upon the request of any Board member.)

1. Accept Minutes as distributed.
2. Refer Treasurer's report to audit.

Action Items:

1. Discuss and consider landscape issues to include irrigation issues and MUD offer of well connection
2. Discuss and consider revision of personnel policies to include Staff computer policy, Extending tuition reimbursement benefit to all full-time staff members, staffing levels
3. Discuss and consider increasing updates to the collection development policy and circulation policy as recommended by the collection committee
4. Discuss and consider financial matters to include review of YTD budget, budget adjustments
 - o Increase budget income item #422 to \$350 (Capital one credit card cash back—unbudgeted)
 - o Increase budget expense item #504 Vending to \$8000 (+\$1200)
 - o Decrease budget expense item #561 Building loan interest to \$63,800 (-\$3200)
 - o Increase budget expense item #525 Subscription to \$1300 (+\$500)
 - o Decrease budget expense item #526 Library processing to \$2100 (-\$500)
 - o Increase budget expense item # 5421 Printer supplies to \$2000
 - o Decrease budget expense item #542 Office supply to \$2000 (-\$1000)
 - o Increase budget expense item #571 Telephone to \$3800 unbudgeted portion (+\$1000)
 - o Increase budget expense item #591 Misc Board Expense to \$800 (+\$300)
 - o Decrease budget expense item #592 Board election Expense to \$0 (-\$300)
 - o Decrease budget expense item #586 Collection agency to \$0 (-\$300)
5. Discuss and consider tech issues to include Review/approval of recommended patron computer/internet use policy, Discussion/approval of funding for Deep Freeze, Approval of additional staff responsibility: designated staff tech representative
6. Discuss and consider plans for board/staff retreat.
7. Discuss and consider LoanStar Grant
8. Adopt procedures for committee structure.
9. Discuss and consider personnel issues to include measurable outcome criteria/goals/requirements.

Executive session:

Discuss and consider personnel issues to include measurable outcome criteria/goals/requirements.

Trustee items:

1. Announcements by Board members;
2. Future agenda items;

All of the above items are subject to action by the board.

Dianne Koehler
President, Board of Trustees

The Library Board may retire to executive session any time between the meeting's opening and adjournment for the purpose of consultation with legal counsel pursuant to Chapter 551.071 of the Texas Government Code; discussion of personnel matters pursuant to Chapter 551.074 of the Texas Government Code; and/or real estate acquisition pursuant to Chapter 551.072 of the Texas Government Code. Action, if any, will be taken in open session.

Wells Branch Community Library
Board Meeting Minutes
September 8, 2008, 6 p.m.

The meeting was called to order at 6:05 p.m.

In attendance: L. Kantor, D. Koehler, S. Newton, K. Williams; absent: B. Jewell; ex officio: D. Carlquist-Ward

Citizen input: none

Reports from committees and the director were distributed.

- All reports accepted as submitted (attached)
- Director's Report accepted; suggested minor changes to content including fewer statistics

Consent Items:

- Minutes of August 18 and September 4 meetings accepted.
- Treasurer's Report referred to audit without questions.

Action Items:

1. Landscape Issues. Irrigation system is now working but needs repairs (extenders) as per the Director's report. There is nothing new to report on the MUD offer to connect the well.
2. Revision of Personnel Policies.
 - a. *Staff Computer Use Policy* was referred to the Personnel Committee but no recommendations/documents have been made for 60 days. It was noted that this policy is meant to be embedded in the Personnel Handbook. It is the consensus of the board to refer this to the Director who will instruct D. Berra, the senior staff member on the Personnel Committee, to submit all materials, including proposed/incorporated revisions, related to the staff computer policy to Trustee L. Kantor ASAP
 - b. *Extension of tuition reimbursement to f/t staff* recommendation requested of the committee by the Board has not been submitted; the board urges the committee to make a recommendation ASAP
 - c. *Offsite/remote work of staff* – The Board requests that the committee discuss and recommend a policy statement which addresses offsite/remote work as it relates to the need for staff to be physically present in order to serve patrons and/or to deal with administrative matters.
 - d. *Staff Assignment* – The Director requested instituting an “on-call page” position to accommodate some scheduling changes. D. Koehler indicated that our current system allows for “inactive” slots and that this should be utilized in regard to the Director's request so that further paperwork need not be started.
3. Collection and Circulation
 - a. S. Newton MOVED to change the Collection Development Policy as recommended by the Collection Committee (seconded by K. Williams). Changes are minor and presented by D. Carlquist-Ward. Changes are:
 - i. Remove comma from I.B
 - ii. Remove statement about CREW in deselection process section.PASSED UNANIMOUSLY (4-0, one Trustee absent)

- b. S. Newton MOVED to change the Circulation Policy as recommended by the Collection Committee with the deletion of the proposed change to Section 8.1 (seconded by L. Kantor). The changes are:
 - i. Added to Section V “30 days”
 - ii. Added to Section VIII.1 “Patrons may not choose to bring a replacement item to the library.”
 - iii. Added to Section VIII.3 “Refunds are not given for materials that are later returned to the library.”

PASSED UNANIMOUSLY (4-0, one Trustee absent)

- c. D. Carlquist-Ward will provide copies of the revised policies to the secretary for inclusion in the minutes (see documents “Collection Development Policy” and “Circulation Policy,” both dated 9/8/08, attached; electronic copies are included in these minutes).

4. Financial Matters Including YTD Budget

- a. D. Koehler MOVED to accept the following line-item changes to the 2008 budget (seconded by L. Kantor):

- Increase budget income item 422 to \$300
- Increase budget expense item 504 to \$8000 (+\$1200)
- Decrease budget expense item 561 to \$63,800 (-\$3200)
- Increase budget expense item 525 to \$1300 (+\$500)
- Decrease budget expense item 526 to \$2100 (-\$500)
- Increase budget expense item 5421 to \$2000
- Decrease budget expense item 542 to \$2000 (-\$1000)
- Increase budget expense item 571 to \$3800 (+\$1000)
- Increase budget expense item #591 to \$800 (+\$300)
- Decrease budget expense item 592 to \$0 (-\$300)
- Decrease budget expense item 586 to \$0 (-\$300)

<Increases expense total: \$5000 Decreases expense total: \$5300 Increases income total: \$300>

PASSED UNANIMOUSLY (4-0, one Trustee absent)

- b. It was suggested that an additional payment of between \$200,00-250,000 be made with the quarterly note payment in October 2008; it was determined that this needs further investigation of income revenues as they are manifested in the coming weeks.
- c. It was noted to the board that the Finance Committee is working on an updated approved vendor list.

5. Tech Issues

- a. *Patron Computer/Internet Use Policy* – MOVED by S. Newton that the Board accept the revised policy/procedures document presented by the Tech Committee (seconded L. Kantor). Discussion included proposed changes and deletions. PASSED UNANIMOUSLY (4-0, one Trustee absent). As a result of discussion and further deliberation, S. Newton MOVED to change the title of the document to “Patron Computer/Internet Use Agreement” (seconded by D. Koehler). PASSED UNANIMOUSLY. Discussion resulted in a board request to formulate a brief and general policy on patron computer use. This will be created and included (for information purposes) into the final, revised Agreement and brought back to the board for approval.
- b. *Funding for Deep Freeze* – MOVED by S. Newton that the board approve funding of licenses for Deep Freeze on all computers (seconded by L. Kantor). Discussion revealed that additional investigation was needed, including a revision of the proposed pricing

because the total number of computers is not set (staff vs. patron machines, etc.).
MOTION TABLED until further notice.

- c. *Appointment of designated staff tech representative* – Although a current staff member has volunteered to serve in this capacity, the board considers that the functional responsibilities of the representative might require specialized skill-sets, training, and measurable competencies. The Director was asked to consider these factors and make a recommendation to the board for adding this task to one of the current job descriptions. S. Newton is available for consultation on this.
6. Plans for the Annual Board-Staff Retreat – As noted in previous minutes, the Board-Staff Retreat is scheduled for Tuesday, October 14, 2008 at 5 p.m. Discussion centered on specific plans for this event.
 - a. It was agreed that food would be available in three courses (appetizer, entrée, dessert) and that seating would be pre-assigned in order to provide the opportunity for multiple interactions.
 - b. Suggested topics included
 - i. Personal/Professional Vision and Priorities
 - ii. Goal-Setting
 - iii. The Concept of Service
 - iv. Discussions of Patron Survey and Committee participation
 - c. D. Koehler and D. Carlquist-Ward will work on the specifics of the program for the retreat.
7. Lone Star Grant – Discussion centered on areas to which the grant monies could be applied. The tech area has requested a portion to cover the expense of recommended software, so S. Newton will forward to the Director a revised pricing bid/estimate. Further discussion of the grant was moved to next month's agenda.
8. Committee Structure Procedures – This item was moved to #6 above to place it in the context of wider discussion.
9. Personnel Issues To Include Measurable Outcome Criteria/Goals/Requirements
 - a. *Goals* – There was discussion about the nature and purpose of setting staff goals, whether to accomplish required duties, or to demonstrate exemplary service above and beyond one's duties. The board agreed that a "bonus" is intended *only* as a reward for demonstrated exemplary service; that is, exceeding the expectations for one's job, *not correcting perceived deficiencies*. The Director was asked to rethink the creation of staff goals as related to (a) the ongoing operations of the library, (b) the recognition of exceptional service as provided through bonuses, and (c) measurable outcomes of the library mission statement.
 - b. *Other* – The Director was tasked to complete meaningful evaluations of two staff members and present the results/recommendations at the next board meeting (or, in approximately 30 days). L. Kantor agreed to serve as the director's consultant for completing this task, including providing suggestions as requested on all phases of the evaluations as well as documentation of the process.

NEXT MEETING: Tuesday, October 14, 2008, 5 p.m. (note time change!)

EXECUTIVE SESSION – none

Trustee Items:

1. Announcements
 - a. The attached Addendum to Meeting Room Policy was distributed.

- b. The Bank of America signatories agreement was signed by all present; D. Koehler agreed to obtain the necessary signature from the absent Trustee and fax the completed document to the bank
 - c. S. Newton indicated that the search for scheduled tech services is continuing and information will be provided as soon as possible
2. Pending agenda items
- a. Personnel policies – staff computer use; tuition reimbursement
 - b. Financial matters, specifically additional payment on the quarterly note
 - c. Tech matters -Patron Computer/Internet Use Policy and Procedures document, revised; staff tech representative (recommendation by Director)
 - d. Proposed disbursement of funds in Lone Star Grant
 - e. Bonuses and Staff Goals (proposal by Director)
 - f. Completed staff evaluations (presentation by Director)

The meeting was adjourned at 10:30 p.m.

Respectfully submitted,



Sandra S. Newton, Secretary

Enclosures

- Circulation Policy (on file as ApprovedCirculationPolicy090808.doc)
- Collection Development Policy (on file as ApprovedCollectionDevelopmentPolicy090808.doc)

WELLS BRANCH COMMUNITY LIBRARY DISTRICT AGENDA

Tuesday October 15, 2008 at 8 p.m.

TO: THE BOARD OF TRUSTEES OF THE WELLS BRANCH COMMUNITY LIBRARY DISTRICT AND TO ALL OTHER INTERESTED PERSONS:

Notice is hereby given that the Board of Trustees of the Wells Branch Community Library District will meet from 5pm-7pm for board/staff work session, 7pm-8m for open work session, and at 8pm for board of trustees meeting at 15001 Wells Port Drive to:

1. Receive citizen input on issues (speaker limit 5 min).
2. Receive committee reports.
3. Receive Director's/ staff report to include children's programming, programming, library usage statistics, status of meeting rooms, collection development status, training, web site, volunteer status, fines status, records management, reference services.

Consent Items:

(These items may be approved collectively or individually. Any of these items may be pulled for discussion upon the request of any Board member.)

1. Accept Minutes as distributed.
2. Refer Treasurer's report to audit.
3. Budget adjustments as listed.
4. Prepayment of building loan in the amount of \$200,000.
5. Adopt program policy.
6. Adopt Tech policy.
7. Adopt summer hours as regular hours.

Action Items:

1. Discuss and consider request for reconsideration of materials.
2. Discuss and consider revision of personnel policies to include Staff computer policy
3. Discuss and consider designation of LoanStar Grant funds
4. Discuss and consider procedures for committee structure and meetings.
5. Discuss and consider personnel/ management issues to include measurable outcome criteria/goals/requirements.

Executive session:

Discuss and consider personnel/management issues to include measurable outcome criteria/goals/requirements.

Trustee items:

1. Announcements by Board members;
2. Future agenda items;
3. Directives

All of the above items are subject to action by the board.

Dianne Koehler
President, Board of Trustees

The Library Board may retire to executive session any time between the meeting's opening and adjournment for the purpose of consultation with legal counsel pursuant to Chapter 551.071 of the Texas Government Code; discussion of personnel matters pursuant to Chapter 551.074 of the Texas Government Code; and/or real estate acquisition pursuant to Chapter 551.072 of the Texas Government Code. Action, if any, will be taken in open session.

Wells Branch Community Library
Board of Trustees Meeting
Tuesday, Oct. 15, 2008, 8 p.m.

Present: Dianne Koehler (President), Lois Kantor (Vice-President), Sandra Newton (Secretary), Kathleen Williams (Asst. Secretary), Donita Carlquist-Ward (Director, Board ex officio). Absent: Blythe Jewell (Trustee).

Meeting called to order at 8:05 p.m.

Receive citizen input on issues (speaker limit 5 min). No citizens present.

REPORTS

1. Receive committee reports. No questions on reports received. Request by S. Newton that all reports, as previously suggested, include footers (identifying report, date) and pagination, with the exception of one-page email reports (such as finance report). Format change was accepted.
 - a. The recommendation of the Tech Committee to acquire a maintenance contract with an outside tech firm was discussed (relative to the proposals presented to the Board) and concern was expressed about both the breadth of services offered and the price. President Koehler suggested that Mike Buras (from CTLS) be consulted regarding the library's tech-service needs before any agreement be considered. S. Newton agreed to request this consultation from Mike Buras.

2. Receive Director's/ staff report to include children's programming, programming, library usage statistics, status of meeting rooms, collection development status, training, web site, volunteer status, fines status, records management, reference services.

Request made to append to/incorporate into future director reports all other staff reports (specifically, children's programming, adult programming, reference report) to be presented as a single document. Statistics report, which is in Excel spreadsheet, will remain separate. Format change was accepted.

 - a. General discussion about the "Question of the Week" program noted in the Reference report led to concern that all program plans are not clearly defined and/or implemented.
 - b. It was noted that the staff will complete the 2008 National Survey of Public Library Funding and Technology Access by November 7, 2008 deadline. The Tech Committee is available for consultation.
 - c. Discussion about bonus plan: it was confirmed that the Board only votes on the dollar amount, not the content/method by which bonuses are rewarded unless the Board has serious reservations about the content.

CONSENT ITEMS

1. Accept minutes as distributed, approved.
2. Refer Treasurer's Report to audit, approved.
3. Budget adjustments as listed, approved.

- Move \$1500 from #572 Electric/Gas to #571 Telephone
- Move \$1200 from #534 Summer Programs to Tech
- Move \$1300 from #511 Personnel to #517 Employee Insurance (alignment)
- 4. Prepayment of building loan in the amount of \$200,000.00, approved
- 5. Adopt Program Policy, approved (attached).
- 6. Adopt Patron Computer/Internet Policy, approved (attached).
- 7. Adopt summer hours as regular hours, approved.

ACTION ITEMS

1. Discuss and consider request for reconsideration of materials. S. Newton moved to support/reaffirm the Director's decision to *not* remove the book in question. (Seconded by L. Kantor.) The patron requesting the removal of the material was not present. K. Williams noted that the book is available (multiple copies) in all area libraries. All agreed that we will not censor books, and this book is not "pornography." Motion passed UNANIMOUSLY.
2. Discuss and consider revision of personnel policies to include staff computer policy. L. Kantor moved to accept the Staff Computer Policy as forwarded to the board. (Seconded by K. Williams.) D. Koehler suggested additions: (a) Sentence 4: "Staff may not download files or software programs (freeware, shareware, or otherwise) to the Library's system and may not load files or programs of any kind onto the system that are not necessary and authorized for library functioning" and (b) to the last sentence to read: "The Library reserves the right to monitor electronic communications, internet searching, computer use, and storage of personal information." Motion DEFEATED. L. Kantor then moved to accept the Staff Computer Policy as revised. (Seconded by K. Williams). No further discussion. Motion passed UNANIMOUSLY.
 - a. Regarding the revision of personnel policies presented by the Director (attached), S. Newton moved that changes to the personnel policy presented by the Director be revised further for consideration of the board. (Seconded by L. Kantor). Discussion focused on flextime/telecommuting section of the policy and the suggestion that telecommuting references be deleted. Motion passed UNANIMOUSLY. Policy should be reviewed by the appropriate committee.
3. Discuss and consider designation of Lone Star Grant funds. S. Newton moved that \$3000. of the monies be used for hardware upgrades and the remainder for high-demand materials. (Seconded by L. Kantor.) Discussion centered on specific costs of hardware and other possible use of monies, such as staff tech training. Motion passed UNANIMOUSLY.
4. Discuss and consider procedures for committee structure and meetings. In previous discussion, the director and board president agreed on the following:
 - Every committee must have an agenda in advance and each committee member should be prepared as well as provide materials in advance as needed.
 - All committees must keep notes (note-keeper designated)
 - Committees should, primarily, deal with those issues/items sent to them by the board
 - All committees will consist of two board members and two staff members
 - Committee votes are understood to be recommendations to the board

This item was tabled until next month's board meeting.

5. Discuss and consider personnel/management issues to include measurable outcome criteria/goals/requirements. No action taken. At this time, the President called for an executive session.

EXECUTIVE SESSION

The President called for Executive Session at 9:17 p.m.

The Board ended its Executive Session at 10:27 p.m.

TRUSTEE ITEMS

1. There were no announcements by board members.
2. Future agenda items:
 - a. Telephone service (report on progress)
 - b. Personnel/management issues
3. Directives
 - a. L. Kantor to continue work with D. Carlquist-Ward
 - b. Personnel committee to review Personnel Policy
 - c. Tech committee to review changes in software, updates on training, tech maintenance, and hardware additions

NEXT MEETING: Monday, November 10, 2008 at 7 p.m. (unless otherwise indicated)

Adjourned at 10:30 p.m.

Respectfully submitted,



Sandra S. Newton
Secretary

WELLS BRANCH COMMUNITY LIBRARY DISTRICT AGENDA

Thursday October 23, 2008 at 8:45 am

**TO: THE BOARD OF TRUSTEES OF THE WELLS BRANCH COMMUNITY LIBRARY DISTRICT AND
ALL OTHER INTERESTED PERSONS:**

Notice is hereby given that the Board of Trustees of the Wells Branch Community Library District will meet at 15001 Wells Port Drive at for a work session on the following issues:

- Open meeting issues
- Personnel matters and interactions of board with director
- Planning to deal with board officer resignations and replacements

No action will be taken at this session.

Dianne Koehler
President, Board of Trustees

The Library Board may retire to executive session any time between the meeting's opening and adjournment for the purpose of consultation with legal counsel pursuant to Chapter 551.071 of the Texas Government Code; discussion of personnel matters pursuant to Chapter 551.074 of the Texas Government Code; and/or real estate acquisition pursuant to Chapter 551.072 of the Texas Government Code. Action, if any, will be taken in open session.

Wells Branch Community Library
Working Session Meeting Minutes
OCTOBER 23, 2008, 8:45 A.M.

The meeting was called to order at 8:54 A.M.

In attendance: Lois Kantor, Dianne Koehler, Sandra Newton, Kathleen Williams; Donita Carlquist-Ward, ex officio.

Citizen input: No citizens present.

Working Session Items:

1. Open Meeting Issues.
 - a. "Working sessions." Discussion centered on if we post a personnel issue that has to go to executive session, then must we have an actionable posting to go with it (thus not part of a working session)? We also discussed the regulations on us as a governmental body; for example, we cannot operate in the way we might wish without violating the open meetings act. We agreed that we would generate a list of questions on this issue for L. Kantor to ask the AG's office, but did not do this by the end of the meeting.
 - b. "Open records." The board wants clarification on how long electronic recordings of board meetings must/can be kept before deletion; these recordings would not substitute for written, approved minutes. We need to know if (a) we need to vote on this and if paperwork needs to be done; and (b) can we set the limit to be until the minutes are approved. D. Carlquist-Ward volunteered to research this.

2. Personnel Matters and Interactions of Board with the Director. The board reaffirms its role in personnel matters as outlined in the By-Laws. That is, the board may make recommendations and/or suggestions to the Director regarding personnel (such as evaluation procedures, hiring, and firing), but personnel decisions are the Director's responsibility, not the Board's.
 - a. Interactions with the Director. There was considerable discussion about the nature and intent of board members' interactions with the director. It was determined that both the by-laws and the consensus of the board affirms that, unless otherwise indicated through board minutes (in the form of directives or votes), interactions of board members with the director are suggestions only and represent the opinions of the individual party as a concerned citizen and patron of the library.
 - b. Board Interaction with the Director. The board formally interacts with the director at board meetings. Some suggestions to which there was consensus include:
 - i. If appropriate, the most pressing (for discussion) agenda items should be moved to earlier parts of the meeting.
 - ii. At the conclusion of each action item, a consensus list ("Go Forward/Directives") should be created

3. Planning to Deal With Board Resignations/Replacements. The board recognizes the need for contingency plans in the event of unexpected loss of board officers. To this end, S. Newton has agreed to research and solicit individual board members' suggestions on this matter and report back to the board at a future meeting.

The meeting was adjourned at 10:00 A.M.

There was no discussion of a future "working meeting" (the next meeting is therefore as scheduled on Monday, November 10, 2008 at 7 p.m.).

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Sandra S. Newton", is written over a light green rectangular background.

Sandra S. Newton
Secretary

WELLS BRANCH COMMUNITY LIBRARY DISTRICT AGENDA

Thursday November 6, 2008 at 8:30 am

**TO: THE BOARD OF TRUSTEES OF THE WELLS BRANCH COMMUNITY LIBRARY DISTRICT AND
ALL OTHER INTERESTED PERSONS:**

Notice is hereby given that the Board of Trustees of the Wells Branch Community Library District will meet at 15001 Wells Port Drive at for a work session on the following issues:

- Open meeting issues
- Personnel matters and interactions of board with director
- Planning to deal with board officer resignations and replacements

No action will be taken at this session.

Dianne Koehler
President, Board of Trustees

The Library Board may retire to executive session any time between the meeting's opening and adjournment for the purpose of consultation with legal counsel pursuant to Chapter 551.071 of the Texas Government Code; discussion of personnel matters pursuant to Chapter 551.074 of the Texas Government Code; and/or real estate acquisition pursuant to Chapter 551.072 of the Texas Government Code. Action, if any, will be taken in open session.

Wells Branch Community Library
Working Session Meeting Minutes
NOVEMBER 6, 2008, 8:30 A.M.

The meeting was called to order at 8:38 A.M.

In attendance: Lois Kantor, Dianne Koehler, Sandra Newton, Kathleen Williams; Donita Carlquist-Ward, ex officio. Absent: Blythe Jewell

Citizen input: No citizens present.

Working Session Items:

1. Open Meeting Issues.
 - a. "Working sessions." Clarified these points:
 - i. If there is discussion in closed/executive sessions, no "action item" is needed in the corresponding open meeting agenda.
 - ii. Postings for closed/executive sessions should be specific; for example, not just "personnel matters" but "salary adjustment," "evaluation," "termination," etc.
 - iii. Postings should indicate if discussion is about a specific person, and that person should be notified. That person can request discussion at an open meeting.
 - b. "Open records." Electronic records must be kept for 90 days after recording.
2. Personnel Matters.
 - The Director indicated that she sees the Assistant Director position as "support to" her position rather than as "successor to" her position. All agreed that there was no intent to assume that an Assistant Director would automatically become Director if that latter position were vacant.
 - There was discussion of what the Assistant Director position entails, such as to fill in as interim director, and what tasks are professional and what are managerial. The Director will prepare materials for the next meeting which may include but are not limited to job description, functional responsibilities, organizational chart.
 - The Board discussed whether the library was currently capable of continued operations in an emergency situation (such as the absence of a director); i.e., would all procedures and policies would continue status quo?
3. Planning to Deal With Board Resignations/Replacements. This item was not discussed because of time limitations.

Board announcements

- Next meeting is scheduled for Thursday, Nov. 13.
- Next working session is scheduled for Thursday, Nov. 20 for initial discussion of goals and 2009 budget.

The meeting was adjourned at 9:55 A.M.

Respectfully submitted,



Sandra S. Newton
Secretary

WELLS BRANCH COMMUNITY LIBRARY DISTRICT AGENDA

Thursday, November 13, 2008 at 6 p.m.

TO: THE BOARD OF TRUSTEES OF THE WELLS BRANCH COMMUNITY LIBRARY DISTRICT AND TO ALL OTHER INTERESTED PERSONS:

Notice is hereby given that the Board of Trustees of the Wells Branch Community Library District will meet for board of trustees meeting at 15001 Wells Port Drive to:

1. Receive citizen input on issues (speaker limit 5 min).
2. Receive committee reports.
3. Receive Director's/ staff report to include children's programming, programming, library usage statistics, status of meeting rooms, collection development status, training, web site, volunteer status, fines status, records management, reference services.

Consent Items:

(These items may be approved collectively or individually. Any of these items may be pulled for discussion upon the request of any Board member.)

1. Accept Minutes as distributed.
2. Refer Treasurer's report to audit.
3. Approve contract with TML risk pool for liability, error & omissions, and worker's comp. coverage.

Action Items:

1. Discuss and consider budget revisions/recommendations for facilities needs.
2. Discuss and consider revision of personnel policies to include Flex-time and Tuition Reimbursement changes.
3. Discuss and consider procedures for committee structure and meetings.
4. Discuss and consider personnel/ management issues to include evaluation of performance and interim goals for Assistant Director.
5. Discuss and consider elimination of position of Assistant Director.

Executive session:

Discuss and consider personnel/management issues to include evaluation of performance and interim goals for Assistant Director.

All of the above items are subject to action by the board.

Trustee items:

1. Announcements by Board members;
2. Future agenda items;
3. Directives

Dianne Koehler
President, Board of Trustees

The Library Board may retire to executive session any time between the meeting's opening and adjournment for the purpose of consultation with legal counsel pursuant to Chapter 551.071 of the Texas Government Code; discussion of personnel matters pursuant to Chapter 551.074 of the Texas Government Code; and/or real estate acquisition pursuant to Chapter 551.072 of the Texas Government Code. Action, if any, will be taken in open session.

Wells Branch Community Library
Board Meeting Minutes
November 13, 2008, 6 pm

The meeting was called to order at 6 p.m.

In attendance: Donita Carlquist-Ward (director, ex-officio), Lois Kantor, Dianne Koehler, Sandra Newton, Kathleen Williams; Daniel Berra. Absent: Blythe Jewell

Citizen input: no citizens present; no input

Reports from committees and the director were received and distributed.

- Committee Reports: Facilities, Finance, Programs, Tech
- Director's Report (includes Adults, Children, Reference, statistics)
 - Suggestion made to attend local chamber of commerce meetings to determine if there would be benefit (networking, other) to the library
 - CTLS representative (board member) should be replaced

Consent Items:

- Minutes of Oct. 15, 26, and Nov. 6 meetings were accepted.
- Treasurer's Report was accepted
- Contract with TML risk pool for liability, error and omissions, and worker's comp coverage was accepted.

[Note: Request was made and accepted to move Action Items 3 and 4 to the top of the agenda and discussed first chronologically.]

Action Items:

1. Discuss and consider budget revisions/recommendations for facilities needs. Item tabled.
2. Discuss and consider revision of personnel policies to include flex-time and tuition reimbursement changes. The revisions made by Director D. Carlquist-Ward were examined and discussed. These are:
 - a. Deletion of flex-time provisions.
 - b. (section IV.5) "Full-time professional staff who have been employed at the library for a minimum of 6 months may, upon approval of the director (or, in the director's case, the Board of Trustees) be reimbursed for actual costs (less grants and scholarships) associated with higher education related to his/her position at the library. All costs must be included in the "Tuition Reimbursement Request" that is approved before the beginning of the course. Reimbursement will be made based on the pre-approved cost of the course(s) after proof of course credit has been submitted along with all applicable receipts. Associated administrative costs, such as transcript requests and application fees, are non-reimbursable. Potential students are encouraged to seek grants and/or financial aid and must submit a FAFSA to the school. If the employee voluntarily leaves library employ within a year of reimbursement, the employee is expected to pay back any tuition-related reimbursement received within the last 12 months."
 - c. (section V.1) [paragraph 1, last three sentences] "The plan vests over a 4 year period. Contributions are made to the account generally one week after the payday. The

carrier who assists the library with this option can furnish details to any interested employee.”

MOTION (L. Kantor) To accept the revised personnel policies. (Second, S. Newton). Passed unanimously by all present (4-0).

3. Discuss and consider procedures for committee structure and meetings. MOTION (D. Koehler) To accept the workgroup’s recommendation regarding committee structure and meetings. (Second, L. Kantor). Passed unanimously by all present (4-0).
 - a. *Committee Structure* : No committee shall consist of more than two hourly staff and two board members and interested community members/patrons.
 - i. If a committee member is responsible for providing materials for discussion, those materials should be distributed prior to the meeting and available even in the absence of that committee member
 - b. *Committee Meetings*: The following procedures should be adhered to:
 - i. Meetings should be scheduled at least semi-annually (or as frequently as monthly if needed) and are called by the board member(s) but may be scheduled by staff at the board member’s request
 - ii. Meetings should be limited to one hour with amenities provided as appropriate
 - iii. An agenda should be posted one week in advance of the meeting with items limited to two or three items and determined by board directives and/or the director of the library; a copy of the agenda should be forwarded to the Administrative Assistant
 - iv. Notes of meetings may be taken by any member of the committee
 1. If notes are taped, tapes must be kept for 90 days
 2. Notes should be distributed in a timely manner and a copy forwarded to the Administrative Assistant
 - v. All items should be concluded with a consensus and/or vote and duly recorded in the notes
 1. Recommendations of procedure are to be forwarded to the director for consideration
 2. Recommendations of policy are to be forwarded to the board for consideration

President Koehler noted that Mr. Daniel Berra was advised by the Secretary of State’s Office that these items (Action #4 and #5) could be considered in Open or Closed/Executive Session and that Mr. Daniel Berra chose Open session. Therefore, we will not move into executive session and these items will be part of the public record. Documents related to these items are also part of the public record.

4. Discuss and consider personnel/management issues to include evaluation of performance and interim goals for Assistant Director.
 - The board president reviewed the board’s previous discussions and actions: in August 2008, the board had several discussions about personnel/management and charged the director, under the mentorship of L. Kantor, to do evaluations of two employees, one of whom was the assistant director, Mr. Berra, and then to set interim goals and re-evaluate these two positions subsequently.

- It was noted that full evaluations were not performed nor presented to the board as requested; only a "Corrective Measures" was performed. L. Kantor and D. Carlquist-Ward noted that they understood that this was the task required.
- D. Koehler responded that the document presented does not meet the needs of the board in the matter and that although it does address certain issues, these may not be significant enough to evaluate job performance within the framework of job goals.
- L. Kantor asserted that those items addressed in "Corrective Measures" were, in fact, "corrected." D. Koehler, however, expressed concern that there is no evidence of a desired management-level focus.
- It was noted to the director that, in the future, greater specificity should be used in evaluation/corrective forms; i.e., concrete examples need to be provided.

MOTION (S. Newton): To accept the documents presented to the board by the director for further consideration. (Seconded by K. Williams). Passed unanimously by all present (4-0).

5. Discuss and consider elimination of the position of Assistant Director.

MOTION (D. Koehler): To eliminate this [Assistant Director] as a library position at this time. (Seconded by S. Newton). Passed, 3 For, 1 Against (L. Kantor).

Discussion:

- President Koehler indicated that, in a previous session, Director D. Carlquist-Ward was tasked with providing a list explicit from the job description of which higher-level items, projects of professional level items, were included in the assistant director's job. The board agreed that the list provided by the director did not satisfy that request because (a) it does not specifically address professional-level items, and (b) the list does not separate or distinguish what D. Berra does from what the position-description states. The board indicated that it was interested particularly in those responsibilities at the professional, rather than clerical, level.
- It was noted that the current job description contains many clerical-level tasks, not requiring any particular training beyond the general training now given to all library staff. The discussion centered on clerical versus management and management versus administrative duties.
- After discussion of the duties in the description, D. Koehler noted, in support of eliminating the position, that the functional responsibilities of the position are currently no different from those of other librarians. In response to the board's request, the director noted those professional-level responsibilities she believes significant to this position:
 - Adult programming
 - Evaluation of the collection
 - Serving as director in her absence
 - Input and assistance regarding staff evaluation
- In conclusion to this discussion, D. Koehler suggested that these responsibilities indicate a position best described as "Adult Services," rather than the current assistant director position.
- After vote, it was determined that this position will be eliminated on Dec. 1, 2008.

MOTION (D. Koehler): To create and implement, effective December 1, 2008, a position temporarily identified as Adult Services that is on a collegial level with other librarians and with

the responsibilities that we have detailed. (Seconded by K. Williams.) Vote: Passed (3 For, 1 Abstension by L. Kantor)

- Discussion assumed that the delegation of managerial tasks be planned and implemented by the director who assumes administrative control; these tasks could be rotated.
- This position needs to be further defined and clarified, and is being sent to the Personnel Committee for a recommendation to the Board at its Nov. 20 work session.

[D. Berra left the meeting at the conclusion of this item.]

EXECUTIVE SESSION – none

Trustee Items:

1. The Nov. 20 work session is planned to focus on goals
2. The next full meeting is planned for Dec. 19, 2008 at 5 p.m.

Future Agenda Items

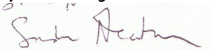
1. Action item for Nov. 20 meeting: "Adult Services Manager" position
2. Action items for Dec. 19 meeting:
 - a. Auditor
 - b. Facilities Budget Adjustment
 - c. Tech Services Contract

Directives

1. Change tuition contract – Director
2. Develop Adult Services position and recommend to board – Personnel Committee
3. Staff Holiday Gala – K. Williams and D. Koehler
4. Holiday/December decorations at the library – Staff should decorate using either a multicultural or seasonal theme.

The meeting was adjourned at 9 p.m.

Respectfully submitted,



Sandra S. Newton
Secretary

WELLS BRANCH COMMUNITY LIBRARY DISTRICT AGENDA

Thursday November 20, 2008 at 8:30 am

**TO: THE BOARD OF TRUSTEES OF THE WELLS BRANCH COMMUNITY LIBRARY DISTRICT AND
ALL OTHER INTERESTED PERSONS:**

Notice is hereby given that the Board of Trustees of the Wells Branch Community Library District will meet at 15001 Wells Port Drive at for a work session on the following issues:

- Discuss and adopt job description for adult services librarian
- Discuss and set short term goals for 2009

All of the above items are subject to action by the board.

Dianne Koehler
President, Board of Trustees

The Library Board may retire to executive session any time between the meeting's opening and adjournment for the purpose of consultation with legal counsel pursuant to Chapter 551.071 of the Texas Government Code; discussion of personnel matters pursuant to Chapter 551.074 of the Texas Government Code; and/or real estate acquisition pursuant to Chapter 551.072 of the Texas Government Code. Action, if any, will be taken in open session.

Wells Branch Community Library
Board Meeting Minutes
20 November 2008, 8:30 a.m.

The meeting was called to order at 8:40 a.m..

In attendance: Lois Kantor, Dianne Koehler, Sandra Newton, Kathleen Williams; absent: Blythe Jewell;
ex-officio: Donita Carlquist-Ward.

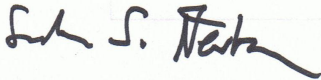
Citizen input: none

Action Items:

1. Discuss and adopt job description for adult services librarian.
MOTION(D. Koehler): To approve the job description as adjusted. (Seconded: S. Newton)
Approved unanimously by all present. See attached.
2. Discuss and set short term goals for 2009. Item was discussed, suggestions made, and no action taken at this time. See attached.

The meeting was adjourned at 9:52 a.m.

Respectfully submitted,



Sandra S. Newton
Secretary

Attachments:

Adult Services Job Description
2009 Short-term Goals

Adult Services Position

General Description:

This is a full-time, permanent position. This person is responsible for adult programs and services at the library. This position is dedicated to the creation, planning, promotion, delivery, evaluation, and reporting of library services to adults. This management level position reports to the library director and is responsible for oversight of other personnel in the area, both paid and unpaid.

Qualifications:

- Master's Degree in Library Science is preferred; Bachelor's degree in a comparable field, along with library or equivalent experience, is required.
- Demonstrated competence with basic computer functions as used in the library setting
- Programming and management experience.
- Excellent customer service, communication, and organization skills
- Problem solving, flexibility and willingness to make decisions

Professional Responsibilities:

This position is primarily responsible for the following:

- Developing, planning, promoting, delivering, and evaluating adult programs
- Identifying and prioritizing the needs of the library's adult services
- Recruiting, training, scheduling, and evaluating volunteers
- Managing patron-based continuing education programs
- In cooperation with the Reference/Technical Librarian, managing, maintaining and evaluating the adult collection
- Planning and managing library displays and exhibits
- Providing professional representation of the library at public, legislative, or community functions with (or in place of) the director when appropriate
- Managing grants and projects related to adult services
- Promoting the mission and goals of the library
- When assigned, supervising library operations in the absence of the Library Director
- General library duties as performed by all library personnel
- Other duties as assigned.

SHORT TERM GOALS FY 08-09, REVISED AT 11/20/09 BOARD MEETING (INCOMPLETE)

1. Provide superior level of customer service as evidenced by low level (one or less per month) of valid complaints on behavioral issues
 - a. Provide special training in customer service essentials to staff/volunteers
 - b. Monitor customer satisfaction periodically to assess level of satisfaction
2. Strengthen library collection and services
 - a. Utilize collection development plan to guide acquisitions
 - b. Increase collection by X% [percentage to be supplied by Director] by strategic weeding and targeted acquisitions
 - c. Develop and implement plan to solicit increased input from community
 - d. Monitor customer utilization and satisfaction periodically to guide efforts
3. Utilization of physical plant will increase as evidenced by these activities
 - a. Increase opportunities to use the areas, i.e., programs
 - b. Modify landscape to attract patrons, i.e., interesting
 - c. Promote information on the availability of wireless internet, location of seating, and use of meeting rooms
4. Update and customize technology to meet identified needs of the community
 - a. Develop and implement a plan to solicit increased input from the community
 - b. Assess and replace outdated computers as budget allows
 - c. Provide special training in technology-service essentials to staff and volunteers
5. Provide adequate well-utilized volunteer base to supplement paid staff
 - a. Provide special training in volunteer management to selected staff
 - b. Develop plans to recruit, train, and retain volunteers for a variety of skills
 - c. Develop plans to motivate and recognize volunteers
 - d. Develop plans to make better use of volunteer time and skills
6. Increase general library use by 8% per year as reflected in circulation/gate count and program attendance
 - a. Develop plans to expand utilization of meeting rooms, library spaces, and programs
 - b. Plan and implement one new marketing activity quarterly [This needs discussion].

WELLS BRANCH COMMUNITY LIBRARY DISTRICT AGENDA

Friday, December 19, 2008 at 5 p.m.

TO: THE BOARD OF TRUSTEES OF THE WELLS BRANCH COMMUNITY LIBRARY DISTRICT AND TO ALL OTHER INTERESTED PERSONS:

Notice is hereby given that the Board of Trustees of the Wells Branch Community Library District will meet for board of trustees meeting at 15001 Wells Port Drive to:

1. Receive citizen input on issues (speaker limit 5 min).
2. Receive committee reports.
3. Receive Director's/ staff report to include children's programming, programming, library usage statistics, status of meeting rooms, collection development status, training, web site, volunteer status, fines status, records management, reference services.

Consent Items:

(These items may be approved collectively or individually. Any of these items may be pulled for discussion upon the request of any Board member.)

1. Accept Minutes as distributed.
2. Refer Treasurer's report to audit.
3. Approve short range plan for 2009.
4. Approve contract with Montemayor Hill & Company for 2008 audit.
5. Approve purchase of replacement phone system.
6. Approve schedule of closing dates 2009.

Action Items:

1. Discuss and consider adoption of 2009 budget.
2. Discuss and consider contract for technical services with Expert Computer Repair.
3. Discuss and consider personnel/ management issues to include evaluation of performance and interim goals for Director.

All of the above items are subject to action by the board.

Trustee items:

1. Announcements by Board members;
2. Future agenda items;
3. Directives

Dianne Koehler
President, Board of Trustees

The Library Board may retire to executive session any time between the meeting's opening and adjournment for the purpose of consultation with legal counsel pursuant to Chapter 551.071 of the Texas Government Code; discussion of personnel matters pursuant to Chapter 551.074 of the Texas Government Code; and/or real estate acquisition pursuant to Chapter 551.072 of the Texas Government Code. Action, if any, will be taken in open session.

Wells Branch Community Library
Board Meeting Minutes
Friday, December 19, 2008 at 5 p.m.

The meeting was called to order at 5:02 p.m.

In attendance: Lois Kantor, Dianne Koehler, Sandra Newton, Kathleen Williams; Donita Carlquist-Ward (ex officio); absent: Blythe Jewell

Citizen input: no citizens present.

Reports from committees and the director were received.

- No committee reports submitted, although Facilities Committee reported the purchase of two love seats.
- Director's Report and statistics were received; the term "patrons expired" will be replaced with "patron accounts expired." The Children's Report was received separately.

Consent Items:

- Minutes of November 13 and 20 meetings were received.
- Short-range Plan for 2009 was received.
- Contract with Montemayor Hill Company for 2008 audit approved for \$18000.
- Schedule of 2009 closings was moved to Action Item #4.

Action Items:

1. Discuss and consider adoption of the 2009 budget. D. Koehler moved to adopt the budget as submitted. Seconded by K. Williams.
Discussion indicated that because of the uncertain economy, the Finance Committee will research possible alternative sources of revenue for the coming year. The new budget shows a deficit of approximately \$6000, but this includes monies slated for elections (which may not occur). See attached budget.
Vote: Unanimous approval of budget.
2. Discuss and consider contract with Expert Computer Repair for technical services. S. Newton moved to accept the contract. Seconded by L. Kantor.
Contract was submitted and negotiated by D. Koehler, D. Carlquist-Ward, S. Newton, and Brian Millron (CEO of ECR). One addition was made after that negotiation and approved by all: "All appointments, excepting emergencies, must be scheduled during regular business hours, Monday-Friday 8 a.m. to 5 p.m. After-hours support falls outside the scope of this agreement and will be billed at \$125/hour."
The contract will take effect as of the date of signing.
Vote: Unanimous approval/acceptance of contract.
3. Discuss and consider personnel/management issues to include evaluation of performance and interim goals for the Director.
 - a. D. Koehler moved (seconded by L. Kantor) to reimburse K. Grance for coursework completed up to the amount we have in Employee Training. Discussion indicated that a

form needed to be developed for this process and D. Carlquist-Ward was working on it.
Vote: Unanimous approval.

- b. S. Newton moved (seconded by D. Koehler) that L. Kantor be relieved of mentorship of the Director. Discussion yielded that both parties had a positive learning experience in that relationship. Vote: Unanimous approval.
 - c. The Board agreed that the annual process of evaluating the Director will begin with work sessions in January and be completed by the February meeting.
4. Discuss and consider the closing dates for 2009. L. Kantor moved to accept the closing dates as presented. Seconded by D. Koehler.

Discussion included these notations:

- There will be quarterly closings during which staff will conduct partial inventories, maintenance, and/or training
- Early closings (at 4 p.m.) will be on the day before Thanksgiving and on New Year's Eve.

Vote: unanimous approval.

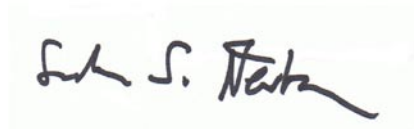
EXECUTIVE SESSION: none

Trustee Items:

1. Announcements. A working session will be arranged (no date set) for January.
2. Future Agenda Items. None
3. Directives.
 - a. D. Carlquist-Ward will create form for tuition reimbursement for the attorney to review.
 - b. The Finance Committee will explore ways to enrich our financial condition.
 - c. D. Carlquist-Ward will oversee solutions for the ant infestation.
 - d. D. Carlquist-Ward will provide the board with copies of her interim/short-term goals for review at the board's next working session.
 - e. The Personnel Committee will review current job descriptions.

The meeting was adjourned at 5:50 p.m.

Respectfully submitted,



Sandra S. Newton
Secretary