

# WELLS BRANCH COMMUNITY LIBRARY DISTRICT AGENDA

Monday, January 12, 2009 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 job revised descriptions.
4. Approve revised meeting room rental agreement.

## **Action Items:**

1. Discuss and consider personnel/ management issues to include evaluation of performance and interim goals for Director.
2. Discuss and consider volunteer recognition/donor recognition, Love your library events.

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**  
Monday, January 12, 2009

The meeting was called to order at 6:10 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

- Request was made (via Director) that all staff reports be incorporated into the Director's Report as previously noted, and all reports be concise while including significant information.
- It was reported by board president Dianne Koehler that the library has received a cooperative NEH-American Library Association grant to display "Picturing America" - 40 images (24x36) which need framing but can also be circulated; expected arrival is late Spring.
- Director's report: It was especially noted that circulation is up almost 20%

Consent Items:

- Minutes of Dec. 19 were approved
- Treasurer's Report was accepted and referred to audit
- Revised job descriptions was moved to Action Item 4 (see below)
- Revised meeting room rental policy and agreement was moved to Action Item 3 (see below)

Action Item #1:

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

No motions were made and no action was taken at this time.

Action Item #2:

Discuss and consider volunteer recognition/donor reception, and Love Your Library events.

The volunteer/donor reception is scheduled as a Saturday brunch on Feb. 21. There are no specific Love-Your-Library events at this time.

Action Item #3:

Discuss and consider the revised meeting room rental policy and agreement. MOTION (S. Newton) to accept the revised policy and agreement. Second by L. Kantor. Passed unanimously. Note was made in discussion to retain "I/we" usage in the agreement.

Action Item #4:

Discuss and consider revised job descriptions and other material submitted by the Personnel Committee. MOTION (D. Koehler) to send these back to the Personnel Committee for further consideration. Second by L. Kantor. Passed unanimously. Discussion was:

- The Personnel Committee is directed to present to the board the following: all revised job descriptions by early February (except director description); a revised director job description by early March

[NO EXECUTIVE SESSION]

Trustee Items

1. Announcements – none, but note award under “Reports”
2. Future Agenda Items for Feb. 9 at 6 p.m.
  - a. Resubmitted job descriptions
  - b. Technology Plan 2009-2011
3. Directives
  - a. Director to staff as noted above
  - b. Director volunteered to charge Collections Committee with providing guidelines for donations

Meeting adjourned at 7:40 p.m.

Respectfully submitted,



Sandra S. Newton  
Board Secretary

# WELLS BRANCH COMMUNITY LIBRARY DISTRICT AGENDA

Monday, February 9, 2009 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 board committee reports.
3. Receive Director's report concerning overall operations of the library

## **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 job revised descriptions, career path.
4. Approve technology plan.
5. Approve financial plan.
6. Adopt Order to call Election for May 2009.

## **Action Items:**

1. Discuss and consider committee restructuring. (Lois 15 min)
2. Discuss and consider fundraising, advocacy, and other duties of the board. (Dianne 15 min)
3. Discuss and consider advocacy and legislative issues: Consumer Product Safety Improvement Act (CPSIA) (Dianne, Donita 15 min)

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**  
Monday, February 9, 2009

The meeting was called to order at 6:05 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

- Verbal report from Public Relations Committee received from Dianne Koehler; a citizen attended this committee meeting and provided valuable suggestions for making the library better known in the community. Brochures and postcards have been ordered.
- The Director's Report was received as written.

Consent Items:

- Minutes of Dec. 19 were approved with one minor revision
- Treasurer's Report was accepted and referred to audit
- Other: The revised job descriptions and career path document, the technology three-year plan, the financial plan, and the order to call for election in May 2009 all were received and approved

Action Item #1: Discuss and consider committee restructuring.

MOTION by L. Kantor: To revise the by-laws to eliminate standing committees (second by S. Newton).

Discussion concerned the usefulness and efficacy of the current committees, board member involvement and input, and possible reorganization of committee structure. Suggestion was made that the director and staff create committees under operational structure and trustees be utilized as consultants/liaisons to those committees.

MOTION passed unanimously. L. Kantor will initiate the process for finalizing this revision to the by-laws at the March board meeting.

Action Item #2: Discuss and consider fundraising advocacy and other duties of the board.

MOTION by D. Koehler: To have an open discussion on the evolving duties of the board (seconded by L. Kantor).

Discussion included the following topics:

- Need to solicit possible trustees to replace current inactive trustee
- Trustees should more actively seek or secure funding
  - For example, there is a need to capture information about auctions in the district so that the sales tax revenue from these auctions can be collected
  - For example, online purchases which include sales tax need to be recorded as eligible for revenue sources (noted that a sales receipt needs to be provided)
  - For example, the board should be further involved in fund management
- In terms of advocacy, the trustees and library staff should encourage patrons to take action on issues important to the library by providing information on pending legislation and suggesting methods by which patrons can contact their legislators

- More clarity is needed about the actual limits of the library district (loosely defined as in the 78728 zip code)

NO VOTE WAS TAKEN ON THIS MOTION.

Action Item #3: Discuss and consider advocacy and legislative issue, the Consumer Product Safety Improvement Act (CPSIA).

No motion was made, so no action was taken.

[NO EXECUTIVE SESSION]

Trustee Items

1. Announcements
  - a. The new Adult Services Coordinator began work this past week
  - b. A new part-time Associate will begin work on Feb. 10, 2009
  - c. A part-time replacement is being sought for the Reference Librarian position (T. Boyd tendered his resignation)
2. Future Agenda Items for meeting, March 9 at 6 p.m.
  - a. L. Kantor – By-Laws section on Committees
3. Directives - none

Meeting adjourned at 8:00 p.m.

Respectfully submitted,



Sandra S. Newton  
Board Secretary

WELLS BRANCH COMMUNITY LIBRARY  
BOARD OF TRUSTEES MEETING  
MARCH 9, 2009

Present: Lois Kantor, Dianne Koehler, Sandra Newton, Kathleen Williams; Donita Carlquist-Ward (ex officio)

Date/Time Start: Monday, March 9, 2009, 6:05 p.m.

Citizen Input: Megan Sylvester-Muller present; no input.

Committee Reports: none

Director's Report: accepted

**CONSENT ITEMS** – all consent items approved

1. Minutes of February meeting
2. Treasurer's Report to audit (attached)
3. Accept resignation of Blythe Jewell
4. Approve revised ILL policy (attached)
5. Adopt order to cancel trustee election (attached)
6. Adopt revised Internet/Computer policy (attached)
7. Appoint Megan Sylvester as trustee; oath of office to be administered at April meeting.

**ACTION ITEMS**

ITEM 1: Discuss and consider Green Library policy (Lois K, 10 mins.)

MOTION (Lois Kantor; second Dianne Koehler): The library should develop, promote, and implement a Green Library policy.

In discussion, it was agreed that the library should continue to explore policies and procedures which have positive effects on the environment.

ACTION: Motion was tabled; item was referred to Lois Kantor to present a draft policy at the May board meeting.

ACTION ITEM 2: Discuss and consider revised trustee bylaws (Lois K 10 mins.)

No action taken; item was tabled to April meeting.

ACTION ITEM 3: Discuss and consider contract with Wooden It Be Wonderful for art mini-camp (Donita C-W 5 mins.)

MOTION (Sandra Newton; second Lois Kantor): To approve a contract with WIBW for art mini-camp.

In discussion, the nature, scope, and cost of the program was described.

ACTION: Approved by majority, D. Koehler abstained.

ACTION ITEM 4: Discuss and consider landscape issues to include fountain and replacement of plants  
(Lois 10 mins.)

MOTION (Dianne Koehler, second Kathleen Williams): To expend about \$500-600 on the design and installation of a fountain on the grounds.

Discussion indicated that L. Kantor has already purchased some plants and will continue to do so within the budgeted amount. She has also been in discussion with the landscaper about the proposed fountain.

ACTION: Unanimously approved.

ACTION ITEM 5: Discuss and consider adoption of vision statement (Dianne 15 mins.)

D. Koehler presented some examples of vision statements and indicated that it seemed appropriate for the board to develop a vision statement in conjunction with its mission statement. Board members agreed to work on vision statement elements thus:

- The library as a "green environment" – L. Kantor
- The diversity of the community served by the library and the library's adaptability – S. Newton
- The library's contribution to the enrichment and quality of community life – K. Williams
- The value(s) of the library's stakeholders – D. Koehler
- Library collaboration with external entities – M. Sylvester-Muller

It was agreed that this item would be revisited at the April meeting.

ACTION ITEM 6: Discuss and consider advocacy and legislative issues (Dianne, Donita, 15 mins.)

No issues were presented on which board advocacy was immediately required.

ACTION ITEM 7: Discuss and consider communication/reporting issues (Dianne, Donita, 15 mins.)

No motions were made and no actions were taken. There was, however, a review of procedures currently in place:

- Any issue-based communication between board and staff is filtered through the director
- Formal introductions of staff to the board are made within a month of hiring

EXECUTIVE SESSION none scheduled

TRUSTEE ITEMS:

1. ANNOUNCEMENTS - none
2. FUTURE AGENDA ITEMS – Action #2; Action #5
3. DIRECTIVES – L. Kantor to develop Green Policy and discuss with the staff Facilities Committee.

NEXT SCHEDULED MEETING: APRIL 13, 2009 at 6 p.m.

ADJOURNED AT: 8:20 p.m.

Respectfully submitted,



Sandra S. Newton  
Secretary



# WELLS BRANCH COMMUNITY LIBRARY DISTRICT AGENDA

Monday April 13, 2009 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 board committee reports.
3. Receive Director's report concerning overall operations of the library

## **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 Megan Sylvester.
2. Discuss and consider financial issues to include 2008 audit. (Dianne, Archie 15 min)
3. Discuss and consider revised trustee bylaws. (Lois 10 min)
4. Discuss and consider adoption of vision statement. (Dianne 15 min)
5. Discuss and consider advocacy and legislative issues: (Dianne, Donita 15 min)
6. Discuss and consider budget adjustments, cost saving measures.

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 of Trustees Meeting  
Monday, 13 April 2009, 6 p.m.

Present: Dianne Koehler, President; Lois Kantor; Sandra Newton; Megan Sylvester-Muller; Kathleen Williams; Donita Carlquist-Ward, Ex Officio

Citizens/Guests: A. Montemayor (CPA)

Meeting called to order at 6:08 p.m.

REPORTS

- Citizen input – none
- Board Committee Reports - none
- Director's Report – accepted with clarification of items

CONSENT ITEMS - all passed

- Minutes (March 2009)
- Treasurer's report to audit

ACTION ITEM #1

Oath of Office administered to Megan Sylvester-Muller and signed/filed with Secretary.

ACTION ITEM #2: AUDIT

Mr. Montemayor passed out materials and explained the handout (attached).

Auditor's Report was presented (Draft) for discussion. Re p. 7 – “WBCL is "financially healthy," short-term and long-term. Correction on p. 15, paragraph 2—corrections are to numbers, re D. Ward-Carlquist. Final reports in 4 weeks.

MOTION: (D. Koehler) To accept the audit (seconded by L. Kantor). Approved unanimously.

ACTION ITEM #3: BY-LAWS REVISIONS

MOTION (L. Kantor) to adopt revisions to the by-laws (seconded by S. Newton) Approved unanimously. (See attached revisions.)

ACTION ITEM #4: VISION STATEMENT

All board members were to provide drafts of sections to the vision statement. Attached is D. Koehler's draft. One change suggested is as follows: “We recognize that as elected representatives of the community, the library board. . .and advocates. . . .”

In addition, M. Sylvester-Muller suggested adding: “We strive to effectively and efficiently collaborate with our community partners, including nonprofit organizations, government entities, and other libraries.”

THIS ITEM TABLED TO MAY MEETING when L. Kantor, S. Newton, and K. Williams will present drafts for:

- The Library as a Green environment – L. Kantor
- The diversity of the community served by the library and the library's adaptability – S. Newton
- The library's contribution to the enrichment and quality of community life – K. Williams

ACTION ITEM #5: ADVOCACY AND LEGISLATION ISSUES

None except as already discussed (such as CIPA); D. Carlquist-Ward to work on Personnel policy re advocacy for the next meeting.

ITEM TABLED.

ACTION ITEM #6: BUDGET AND COST-SAVING MEASURES

Many suggestions (D. Carlquist-Ward outlined some changes which could save us \$17,000).

NO ACTION TAKEN.

TRUSTEE ITEMS

- Announcements
  - -D. Koehler indicated a substantial donation from a member of the HOTT painting club in the form of supplies which the library can use in arts/crafts and for 4<sup>th</sup> Fest.
  - -D. Carlquist-Ward announced that a Adult Summer Reading Program will be initiated.
  
- Future Agenda Items:
  - Vision statements
  - Advocacy in Personnel Policy
  
- Directives - none

Next scheduled meeting: Monday, 11 May 2009, 6 p.m.

Adjourned at 8:20pm

Respectfully submitted,



Sandra S. Newton, Secretary

# WELLS BRANCH COMMUNITY LIBRARY DISTRICT AGENDA

Sunday May 3, 2009 at 3 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 a special board of trustees meeting at 15001 Wells Port Drive to:

1. Receive citizen input on issues (speaker limit 5 min).

**Action Items:**

1. Discuss and consider meeting room issues and policy recommendations.

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 of Trustees Meeting  
May 3, 2009, 3 p.m.

Start Time: 3 p.m.

Attendance: Dianne Koehler, Lois Kantor, Sandra Newton, Megan Sylvester-Muller, Kathleen Williams; Donita Carlquist-Ward.

Citizen Input

Present: Arnulfo Gomez, Jane Gomez, Kim Sands, Tom Cheshire  
Input:

- Arnulfo and Jane Gomez - complaints about the evening of 4/18 and, a week earlier, the tagging of vehicles in the street and the egging of houses. Issues were referred to the sheriff's office and the MUD.
- Jane Gomez and Kim Sands - citizens are interested in who the library rents meeting rooms to and what restrictions are placed on rentals.
- Arnulfo Gomez - indicated that the library needs to be informed of what is going on in the neighborhood.
- Tom Cheshire (a MUD director and chair of Safety committee) - rentals at the MUD center and at the library are open to anyone; the MUD board tries to handle tagging issues by cooperating with the sheriff's office. He acknowledged that "the incident referred to cannot be controlled by local boards." He indicated that he was at the meeting to represent the MUD point of view on the issue and recounted the details of the incident as narrated to him by the sheriff's office. He also indicated that the sheriff's office assumed the costs associated with said incident.
- D. Koehler asked for citizen suggestions:
  - Citizens expressed concern about control and the use of security deposits (no security deposits are required)
  - Citizens suggested that security guards be hired for meetings of 100 or more people

Action items

1. (Moved by D. Koehler, second by L. Kantor) To discuss the library's Meeting Room Policy.

Discussion-The trustees indicated that security deposits are not required and this will remain as part of the policy. There was discussion regarding setting ratios/limits for renters in the case of minors (i.e., one adult to every 10 or more youth/teens) but this was deemed unenforceable. The board did, however, agree that it would be willing to do the following:

- **Recommend** to renters procedures for "successful meetings/parties"
- Post the library's meeting room policy in the hall of the building
- Convey to the MUD and cooperate with them in information-sharing and problem-solving activities.

MOTION PASSED UNANIMOUSLY.

A further motion was made (M. Sylvester-Muller) to direct D. Carlquist-Ward to implement the terms of the motion (seconded by D. Koehler). MOTION PASSED UNANIMOUSLY.

There were no further agenda items.

Adjourned at 3:30 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

Monday May 18, 2009 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 board committee reports.
3. Receive Director's report concerning overall operations of the library

## **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 Sandra Newton and Kathleen Williams.
2. Discuss and consider financial issues to include budget adjustments. (Dianne 5 min)
3. Discuss and consider adoption of vision statement. (Dianne 15 min)
4. Discuss and consider revision of personnel policy re: advocacy. (Dianne, Donita 5 min)
5. Discuss and consider meeting room issues.
6. Discuss and consider annual review of director.
7. Discuss and consider establishment of annual calendar for board actions.

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 of Trustees  
May 18, 2009, 6 p.m.

Present: Dianne Koehler, Lois Kantor, Sandra Newton, Kathleen Williams,  
Megan Sylvester; Donita Carlquist-Ward, ex officio

Time Started: 6:13 pm

[Audio recording started: 6:13 PM Monday, May 18, 2009]

Citizen Input: No citizens present.

Board Committee Reports

1. Landscape Report from L. Kantor  
Indicated a need for mowing immediately  
Suggested contracting a landscaper.  
This report referred to the board for discussion at a future meeting.
2. Director's Report (no comments, questions)

Consent Items

1. Minutes of April 13, May 3 accepted
2. Treasurer's Report referred to audit

ACTION ITEMS

1. Action# 1: Administer Oath of Office to Sandra Newton and Kathleen Williams.  
Both parties read aloud, swore to, and signed the Oath of Office.
1. Action #2: Discuss and consider financial issues to include budget adjustments.  
No action taken.
2. Action #3: Discuss and consider adoption of vision statement.  
Distributed for review: drafts of L. Kantor, K. Williams and S. Newton; previously distributed: drafts of M. Sylvester and D. Koehler.  
D. Koehler to combine all and send to D. Carlquist-Ward to distribute electronically for comments.  
No action taken.
3. Action #4: Discuss and consider revisions of Personnel Policy as presented.  
D. Carlquist-Ward distributed for review her revisions to the Personnel Policy.  
MOTION (S. Newton): To revise the Personnel Policy as discussed.  
(second L. Kantor).



Motion tabled.

4. Action #5: Discuss and consider meeting room issues.  
D. Carlquist-Ward distributed to the Board copies of the police report of the incident as well as her revised guidelines for renters.  
No action taken.
  
5. Action #6: Discuss and consider the annual review of the Director.  
The annual review, it was noted, is overdue. D. Koehler and K. Williams will conduct the review; trustees are free to send comments to them within one week. It was noted that old forms will be used in the review.  
No action taken.
  
6. Action #7: Discuss and consider establishing an annual calendar for board actions.  
MOTION (D. Koehler): To establish a calendar for board action.  
Discuss and consider establishing an annual calendar for board actions. (second M. Sylvester)  
It was agreed that such a calendar would be helpful in establishing priorities. D. Koehler and D. Carlquist-Ward could develop a preliminary calendar to which the trustees could respond/edit/revise.  
Motion unanimously approved.

Trustee Items

1. Announcements
  - a. The "Picturing America" exhibit has arrived.
  - b. Next meeting is scheduled for Monday, 8 June, at 6:30 p.m.
2. Future agenda items
  - a. Vision Statement finalizing
  - b. Landscape issues
  - c. Green policy
3. Directives - see Action items 3 and 7 above.

Adjourned at: 7:50 p.m.

Respectfully submitted,



Sandra S. Newton

# WELLS BRANCH COMMUNITY LIBRARY DISTRICT AGENDA

Monday June 8, 2009 at 6:30 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 board committee reports.
3. Receive Director's report concerning overall operations of the library

## **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 of annual calendar for board actions
4. Approve revision of personnel policy to include advocacy statement, miscellaneous procedural changes.
5. Approve budget adjustments itemized below.
  1. Move \$300 from line item 5131 SS/MC to 5133 W/C
  2. Move \$1000 from line item 572 Electric to 571 Telephone
  3. Move \$1000 from line item 561 building loan interest to line items 542,5421, 543 Office expense/printer expense/postage
  4. Delete line 592 from budget: unfunded \$8000 for board election not held.

## **Action Items:**

1. Discuss and consider safety issues to include meeting room, crosswalk, landscape. (Dianne, Donita 5 min)
2. Conduct election of offices of board. (Dianne 5 min)
3. Discuss and consider adoption of vision statement. (Dianne 15 min)
4. Discuss and consider financial issues. (Dianne 5 min)
5. Discuss and consider landscape issues to include management and hiring of company. (Lois 5 min)
6. Discuss and consider annual review of director, goals for 2009. (Dianne, Kathleen 15 min)
7. Discuss and consider 2009 patron survey. (Dianne, Donita 5 min)
8. Discuss legislative issues. (Dianne 5 min)
9. Discuss and consider green library policy. (Lois 5 min)

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 OF TRUSTEES  
MONDAY, JUNE 8, 2009, 6:30 P.M.

Present: Dianne Koehler, Lois Kantor, Megan Sylvester, Kathleen Williams, Sandra Newton; Donita Carlquist-Ward, ex-officio

Time Start: 6:34 p.m.

Citizen Input: See Addendum, starting on p. 3

Committee Reports: none

Director's Report: submitted and accepted as attached.

**CONSENT ITEMS**

1. Minutes (May 18 meeting)
2. Treasurer's Report
3. Annual Calendar for board actions
4. Approve revision of personnel policy to include advocacy statement, miscellaneous procedural changes as is, plus additional changes.
5. Approve budget adjustments as itemized here:
  - a. Move \$300 from line item 5131 SS/MC to 5133 W/C
  - b. Move \$1000 from line item 572 Electric to 571 Telephone
  - c. Move \$1000 from line item 561 building loan interest to line item 561 building loan interest to line items 542, 5421, 543 Office expense/printer expense/postageDelete line 592 from budget: unfunded \$8000 for board election not held

**ALL CONSENT ITEMS ACCEPTED AND APPROVED.**

**ACTION ITEM #1:** Discuss and consider safety issues to include meeting room, crosswalk, landscape.

MOTION (D. Koehler): Form a committee to review current safety issues to include meeting rooms, crosswalk, and landscape and present recommendations at the next board meeting. (second S. Newton)

- Suggestion to petition county to put speed sign up near library
- Suggestion to make changes to meeting room policies
- Suggestion to examine landscaping re obstructed views in parking lot
- M. Sylvester and L. Kantor will serve on this committee; staff representative will be N. Corbett; citizen-representatives TBA

**PASSED UNANIMOUSLY.**

**AGENDA ITEM 2: Conduct election of offices of board.**

- M. Sylvester agreed to serve as Treasurer
- S. Newton withdraws as Secretary

MOTION (D. Koehler): To appoint M. Sylvester treasurer. (second S. Newton).

PASSED UNANIMOUSLY.

- L. Kantor suggested postponing further discussion to next meeting.

No action taken on other offices.

**AGENDA ITEM 3: Discuss and consider adoption of vision statement.**

This item was tabled to July meeting for further revisions. A clean copy will be sent to all by L. Kantor.

**Agenda Item #4: Discuss and consider financial issues.**

This item was tabled to July meeting.

**Agenda Item #5: Discuss and consider landscape issues to include management and hiring of company.**

This item was tabled to July meeting.

**Agenda Item #6: Discuss and consider annual review of director, goals for 2009.**

MOTION (S. Newton): To accept the annual review as submitted. (second: L. Kantor)

PASSED UNANIMOUSLY.

MOTION (S. Newton): To accept the revised Library Director position description. (second, L. Kantor).

PASSED UNANIMOUSLY.

**Agenda Item #7: Discuss and consider 2009 patron survey.**

This item was tabled to July meeting.

**Agenda Item #8: Discuss legislative issues.**

This item was stricken because no current issues were pending.

**Agenda Item #9: Discuss and consider green library policy.**

This item was tabled to July.

**ADDED: Agenda Item #10: Discuss and consider a change of schedule for rentals.**

MOTION (D. Koehler): In regard to meeting rooms, new rentals to individuals will not go past midnight.

(second L. Kantor)

PASSED UNANIMOUSLY.

**EXECUTIVE SESSION – NONE**

**TRUSTEE ITEMS:**

1. ANNOUNCEMENTS – NONE
2. FUTURE AGENDA ITEMS
  - Next meeting on July 13, 2009 at 6 p.m.

- Note all tabled action items as listed above
3. DIRECTIVES – NONE

ADJOURNED AT: 10:15 p.m.

Respectfully submitted,



Secretary

#### ADDENDUM CITIZEN INPUT

Note: Because of the number of citizens in attendance, the meeting was moved into one of the large rooms at the Library and a notice indicating change of location was posted. D. Koehler indicated that each citizen was allowed five minutes to speak; no discussion was allowed except to explain/clarify queries. The list of citizens is attached, and this record represents the gist of the comments, all in regard to the library's meeting-room rentals.

- Rentals are causing disruptions to the neighborhood, such as noise, destruction of property, and disturbing the peace
- Library should require a deposit as well as trained security officers
- Library should require staff presence during rental periods
- Change renter-age minimum (currently 18)
- Current policies should be revised regarding use of alcohol, renter liability
- Library should not rent to individuals for parties; rentals should be only for "educational" purposes
- Library should have policies more in line with Austin Public Library
- Library should not be renting rooms "for profit"
- Library should examine and/or revise its mission
- Library should increase fees for rentals to discourage use by the "economically disadvantaged"
- Library should cease rentals altogether/rentals held after library is closed/rentals for teen functions

Citizens in attendance (as appeared on sign-in sheets): M. Gavin, B. Quinn, L. Li, K. Ward, O. Uribe, P. Bilstein, C. Dunkin, D. Pierce, A. Pierce, B. Lunsford, M. Eisenbarth, E. Yanez, D. Ernest, S. Dunkin, R. Chambers, D. Kramer, A. Stehling, M. Krump, T. Cheshire, L. Bilstein.

# WELLS BRANCH COMMUNITY LIBRARY DISTRICT AGENDA

Monday July 13, 2009 at 6:00 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 for board of trustees meeting at 15001 Wells Port Drive to:

1. Receive citizen input on issues (speaker limit 5 min).
2. Receive board committee reports.
3. Receive Director's report concerning overall operations of the library

## **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 revision of personnel policy to include additional procedural changes.
4. Accept 2<sup>nd</sup> Quarter finance report.

## **Action Items:**

1. Discuss and consider safety issues to include meeting room, crosswalk. (Megan, Lois 5 min)
2. Discuss and consider contract with ACC for ESL classes. (Donita 5 min)
3. Conduct election of offices of board. (Dianne 5 min)
4. Discuss and consider adoption of vision statement. (Lois, Dianne 5 min)
5. Discuss and consider landscape issues to include management and hiring of company. (Lois 5 min)
6. Discuss and consider 2009 patron survey. (Dianne, Donita 5 min)
7. Discuss annual retreat to include date and focus. (5 min)
8. Discuss and consider green library policy. (Lois 5 min)
9. Discuss and consider financial issues. (Megan 5 min)

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 OF TRUSTEES  
MONDAY, 13 JULY 2009, 6 P.M.

Meeting called to order at 6:08 p.m.

Present: D. Koehler, L. Kantor, M. Sylvester-Muller, S. Newton, K. Williams; D. Carlquist-Ward, ex officio.

Citizen Input: none; no citizens present.

Board Committee Reports: received in email.

Director's Report: accepted.

**CONSENT ITEMS** – accepted/approved

1. Minutes
2. Treasurer's Report
3. Revised Personnel Policy which included procedural changes – minor revisions/suggestions
4. Second Quarter Financial Report

**ACTION ITEMS**

1. Discuss and consider safety issues to include meeting rooms and crosswalk. The subcommittee reported that one citizen was present at their meetings and discussions; their written report/recommendations are attached.

**MOTION** (M. Sylvester-Muller; second L. Kantor): To discuss the committee's recommendations.

**Discussion** included

- Concerns that requiring a deposit from individuals was "punitive" and/or "discriminatory"
- Age/Teen issue was not addressed
- Curfew/Shut-down suggested by the committee (10 p.m. weekdays, 12 a.m. weekends) might be too strict

**MOTION was taken off the floor.**

**MOTION** (M. Sylvester-Muller; second K. Williams): To revise the meeting room policy to include:

- \$50 deposit on all rentals, to be paid by credit card or cash only
- Curfew/shut-down to be 11 p.m. weekdays and 12 a.m. weekends; rentals are permitted between 7 a.m. and 11 p.m./12 a.m.; any exceptions are subject to the Library Director's approval
- Use of the large room is subject to a 2-hour minimum rental

And these changes will not affect current rental agreements in place.

**MOTION PASSED UNANIMOUSLY.**

2. Discuss and consider the contract with Austin Community College for their ESL classes. The board noted that ACC has often used the large meeting room although a smaller space would suffice.

**MOTION** (D. Koehler; S. Newton second): To approve the contract with ACC contingent on their using the small meeting room.

**MOTION PASSED UNANIMOUSLY.**

3. Conduct elections of officers of the board.

- D. Koehler nominated L. Kantor for President
- S. Newton resigned as secretary
- D. Koehler was nominated for Vice President and will assume secretarial duties until a replacement was found

L. Kantor was unanimously elected President.

D. Koehler was unanimously elected Vice-President.

4. Discuss and consider adoption of a vision statement.

TABLED UNTIL FURTHER NOTICE.

5. Discuss and consider landscape issues to include management and hiring of a company.

L. Kantor provided the board with information/bids from two companies and discussed some of the details of the bids.

**MOTION** (L. Kantor; S. Newton second) To accept a year's contract with Fresh Start Land Care subject to fine tuning.

**MOTION PASSED UNANIMOUSLY.**

6. Discuss and consider the 2009 patron survey.

The contents were discussed and suggestions for changes were made by D. Carlquist-Ward and others. It was projected that the survey would be public for approximately one month and, with revisions as suggested, posted by July 20 the latest.

**MOTION** (D. Koehler; second M. Sylvester-Muller) To conduct the proposed survey with results tabulated before the WBCL Retreat.

**MOTION PASSED UNANIMOUSLY.**

7. Discuss the annual retreat to include date and focus.

It was decided that the annual retreat would be held on Sunday, 30 August 2009 from 1 p.m. to 5 p.m. The focus would be:

- Survey results
- Short- and Long-range plans
- Green library policy

8. Discuss and consider the Green Library policy.

**MOTION** (L. Kantor, second D. Koehler) To accept the Green Library policy as amended.

The policy was presented to the board for review prior to the meeting. Discussion included minor revisions to the written policy as well as suggestions for procedures.



**MOTION PASSED UNANIMOUSLY.**

9. Discuss and consider financial issues.  
TABLED UNTIL FURTHER NOTICE.

EXECUTIVE SESSION – none

TRUSTEE ITEMS

1. ANNOUNCEMENTS  
Next board meeting is August 3 at 6 p.m.
2. FUTURE AGENDA ITEMS
  - Retreat
  - Staff salaries
3. DIRECTIVES  
None

MEETING ADJOURNED AT 7:50 P.M.

Respectfully submitted,



Sandra S. Newton

**WELLS BRANCH COMMUNITY LIBRARY DISTRICT AGENDA**  
**Monday, August 3, 2009 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 to:

1. Receive citizen input on issues (speaker limit 5 minutes).
2. Receive Board committee reports.
3. Receive Director's report concerning overall operations of the library.

**Consent Items:**

These 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 the Board/staff retreat. (Lois 20 min)
2. Discuss and consider bed clean-up contract from landscaper. (Lois 5 min)
3. Discuss and consider Vision statement. (Lois 5 min.)
4. Discuss and consider employee compensation/career ladder. (Megan 10 min)
5. Discuss and consider recruitment of Trustees for the Board. (Lois/Board 15 min)

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

Lois Kantor  
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.

Minutes Wells Branch Community Library District Meeting  
Monday, August 3, 2009

The meeting was called to order at 6pm by Lois Kantor, President. Trustees present Lois Kantor, Dianne Koehler, Kathleen Williams, Megan Sylvester, Sandra Newton, and Donita Carlquist, Library Director. No citizens were present. Board reports were distributed by email and no discussion occurred.

Receive Director's report concerning overall operations of the library. Director answered questions to clarify content of report.

**Consent Items:** July minutes as were accepted as distributed. Megan Sylvester briefly outlined Treasurer's report which was referred to audit.

**Action Items:**

1. Discuss and consider bed clean-up contract from landscaper.  
Lois Kantor moved to accept the proposal from Fresh Start for bed clean-up for \$1000.45. Motion was seconded by Megan Sylvester. Discussion on mechanics of compliance with the bid proposal occurred as the quote details 12 hrs of work. Motion passed unanimously.  
Donita Carlquist was directed to email the company with a specific request relative to days and times of service to avoid high traffic child times.
2. Discuss and consider Vision statement.  
Revised vision statement was presented by Lois Kantor. Lois Kantor moved that the statement be adopted as revised. Motion was seconded by Kathleen Williams. Brief discussion ensued. Motion passed unanimously.
3. Discuss and consider plans for the Board/staff retreat.  
Retreat format was discussed and it was decided that the first hour would include staff and board only in a "getting to know you" format with light snack. A number of key volunteers will be extended invitations to attend the retreat when it is open to the public. No action items are planned for the meeting. Long and short term goals will be discussed, as will the results of the 2009 survey, and brainstorming for the new Green Policy. The Library Director is tasked with securing the food and assigning a staff member to develop the "getting to know you" segment.  
(see attached list for tentative schedule)
4. Discuss and consider employee compensation/career ladder.  
No action. Item tabled. Employees will receive survey from Megan Sylvester on benefit/salary options.
5. Discuss and consider recruitment of Trustees for the Board.  
Resignation has been tendered by Sandra Newton. After discussion on possible actions, it was agreed that the position should be posted in the library, on our website, and in the E-news. An application for place on the board of trustees from the files will be updated and made available to applicants by the Library Director.

Next meeting will be September 15<sup>th</sup> at 6pm.

Future agenda items: Goals, ILL, TexShare, and Circulation Policies

The meeting was adjourned at 8:45 pm.

Respectfully submitted,

Dianne Koehler  
Vice President acting for secretary

**WELLS BRANCH COMMUNITY LIBRARY DISTRICT SPECIAL MEETING AGENDA**  
**Thursday, August 20, 2009 at 1:00 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 to:

1. Receive citizen input on issues (speaker limit 5 minutes).

**Action Items:**

1. Discuss and consider Meeting Room Policy

The above items is subject to action by the board.

**Trustee items:**

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

Lois Kantor  
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.

## Minutes Special Board Meeting August 20, 2009

The Special Meeting of the Wells Branch Community Library District was called to order at 1:06 by Lois Kantor. Present at the meeting were trustees Kantor, Koehler, Sylvester, Williams, and Library Director Carlquist. Citizens present were Chris Dunkin, Shadi Dunkin, Brian Coalson, Mike Smith, Elisa Yanez, and Tom Cheshire.

Citizens who signed in and noted a desire to address the board were given 5 minutes each to do so. Additionally trustee Koehler gave citizen comments. See addendum.

### Action item:

Discuss and consider Meeting Room Policy. All comments being received, the board began discussion of the agenda item. President Lois Kantor explained the rules on governmental procedures to the citizens present. Kantor noted that only 2 late night events are currently reserved: 1 in October and 1 on this coming Saturday, a previous renter with a small party of approximately 25 people.

L. Kantor moved to adopt the policy as distributed. D. Koehler seconded the motion. See attached final policy. Discussion on each item of the proposed policy ensued including by item:

#1 Meeting room rentals only between 7 am and 8 pm on weekdays, 9 pm on weekends. changed latest time for rental ending from 8pm to 9pm every day of the week. Variance was suggested for organizations but no exceptions currently included.

#2 Limit of 50 persons in large meeting room for rentals when rented by private party and 60 persons when rented by agency/organization. Changed to define party as persons and increase the limit to 90 for agencies/organizations that rent. Discussion included:

- renting to parties that are too big, groups are too big.
- Should not have distinction between the classifications for size.
- Considerable disagreement over higher limits for organizations while something more social should be lower.
- problem here is that the meeting room for the public was requested by the public and still is and it is here for the community's benefit. I had a party personally years ago that was crashed, it seems we are being targeted, need to really scale back,
- people in the community are saying make the groups smaller--do not lock the doors to the rooms and deny private use of the meeting rooms.
- Suggestion: if more than 40% of group is between 12-20 then direct them elsewhere, perhaps the MUD. the problem was the noise--all 5 calls were about the noise--need to sharply curtail the size of the groups privately, It is unfair that people who live nearby to have the impact these parties have had. If the limit is 50 they are not going to fudge the numbers for 100.

#3 Renters must be at least 21 years of age. (Renters must ensure 1 adult for every 5 children, including teenagers, present?) Changed to increase rental age to 25 --set ratio of 1 adult for 10 youth--adult must be 25. have them turn in the names and contacts of these people—refer to procedure

#4 No parties for teenagers (defined as a party where the majority of attendees are teenagers.) Item deleted. Sylvester says it would not be enforceable--no parties for youth would be OK—youth younger than teens, ie 10 year olds, can be no problem at all even in a fairly large group.

#5 Deposit of \$100 for large meeting room by private persons. Deposit of \$50 for other meeting rooms, agency /organization rentals. Add FOL use/ benefit use is exempt from the deposit but must follow all other rules. little to no discussion ensued.

Called for vote. For: 3 Against: 1

Policy will be effective immediately on new rentals and on 10/1 on prior rentals.

D. Koehler moved to amend the policy to include that "applications would not guarantee rental of the facility" to prospective renters.

Vote: Unanimously approved.

Meeting adjourned at 1:58 pm.

Future agenda item: parking lot issues, curfew on parking

Respectfully Submitted

Dianne Koehler Vice President acting for Secretary

## Meeting Room Policy

1. Meeting room rentals only between the hours of 7 am and 9pm.
2. Limit of 50 persons in large meeting room when rented by private individuals, 90 persons when rented by a n agency/organization.
3. Renters must be at least 25 years of age. Renters must ensure 1 adult for every 10 children, including teenagers, present.
4. A deposit of \$100 is required for large meeting room rentals by private individuals. A deposit of \$50 is required for other meeting rooms, agency/organization rentals.
5. The Friends of the Library is exempt from the deposit requirement, but must adhere to all the other policy rules.
6. Library-sponsored events are exempt from this policy.
7. Availability of meeting rooms is not guaranteed to prospective renters.

Approved 8/20/2009

## Addendum: Synopsis of Public comments at 8/20/09 meeting.(per audio recording)

Chris Dunkin--wanted to comment after the board had presented its information. Does not want to try to address this issue by dealing it back little at a time. Felt when the board made changes after the last time he came that "it was a mockery", felt problems all started at 11 or 11:30, "does it mean no more social parties?", wants to stop all social events, "I will take other routes that are a lot harsher including calling all your donors", waved page printed from website at board members.

Shadi Dunkin--don't think you are making a lot of money on the rentals. All the social parties should quit; but overnight scouts, social organizations, people within guidelines and obeying the rules ought to be allowed. Don't want to be forced to do things so that you do what we want you to do. Not kidding around. We will do what will be effective.

Brian Coalson-- Understand there might be difficulty in discriminating between groups. If you rent a room on Friday or Saturday night charge more and hire someone to enforce rules. [who should hire?] Facility could hire or have list that the renter had to hire to be present to enforce them. Is going to apply for the board position.

Mike Smith--lives 3 houses away. 7-9 police cars--element of people here do not reflect the people who live in the community. saw same cars on all 3 occasions, yelling out the windows of cars, cursing at him, did not feel safe, wife went out, had to be out with her. No parties after 7 or 8 at night. sheriff needs to be out patrolling instead of here enforcing the law. how can rules be enforced if no one is here. do not allow use in evening at all. some kid is going to pull a gun; there will be a drive-by, obviously kids--teens. Says no more parties of any kind.

Elisa Yanez--library is a reflection of the neighborhood, these parties are not a reflection--should be reflection of the good parts of the neighborhood. HOA uses the room. things are not kept clean--not taken care of. Chairs are dirty. only want what is good in it.

Tom Cheshire--MUD--as a citizen--got calls, got feedback--no way anyone can control teens, stop opportunity for them to have gatherings -- have kids that are out to destroy things for everyone, his car was egged, constables have been instructed not to be on the library property, was asked by Kevin to charge the library. Library is big part of the community. on right track to take drastic moves now. word has spread that..moved from here to the Whataburger again.

Dianne Koehler--was here Friday night, had lawns trampled, all neighbors were out, got the call before 10 pm--started out 90-100 largely not underage teens -- all 18, 19, 20 technically were adults. Music was loud and booming, a/c wasn't working well, doors open and closed frequently, smoking outside, adult sponsor got lost, kids were on cars & lawns down Alpha Collier, didn't exceed occupancy until end--got disruptive at end when notified sheriff was coming. kids were removed from parking lot onto street and onto Alpha Collier, many kids were from this area--from Pflugerville, texting 1700-4000 time/month --got confrontational and planned to go to Whataburger and the I-Hop to confront sheriff again, were civil and polite to me initially, language got bad at end, threatened and attacked an officer.



# **WELLS BRANCH COMMUNITY LIBRARY DISTRICT AGENDA**

**Sunday, August 30, 2009 at 2:00 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 at 1 p.m. for Board/Staff team building then open to public at 2 p.m. for:*

## **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. Accept revisions to Meeting Room Policy as determined at July 13, 2009 meeting and distributed.
3. Receive and accept the State of the Library report from the Library Director.

## **Action Items:**

1. Discuss and consider the vision statement and mission statement.
2. Discuss and review 2009 survey results.
3. Discuss and consider the Green Policy and means to enact it.
4. Discuss and consider adoption of short term and long term goals.

## **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  
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.

## **Minutes Wells Branch Community Library District Meeting Sunday, August 30, 2009**

The board of trustees and staff met at 1pm for a team building session. Trustees present Lois Kantor, Dianne Koehler, Kathleen Williams, Megan Sylvester, Sandra Newton, and Donita Carlquist, Library Director. All staff were present. Citizens present were Kian Beigi, Ana Perez, Lori Mancheski, and Brian Coalson.

The meeting was called to order at 2:10 by Lois Kantor. Presentations were given on long term-short term goals, the vision statement, results of the 2009 survey, and State of the Library report from the Library Director.

### **Consent Items:**

1. Minutes of the August 3 and August 20 meetings were accepted as distributed.
2. Accept revisions to Meeting Room Policy as determined at July 13, 2009 meeting and distributed. – D. Koehler requested this be moved for action.

### **Action Items:**

1. **Discuss and consider the vision statement and mission statement.** - No action taken.
2. **Discuss and review 2009 survey results.** - Discussion ensued but no action taken.
3. **Discuss and consider the Green Policy and means to enact it.** - Discussion ensued but no action taken. See attachment for discussion points.
4. **Discuss and consider adoption of short term and long term goals.**- Discussion ensued but no action taken. See attachment for discussion points.
5. **Accept revisions to Meeting Room Policy as determined at July 13, 2009 meeting and distributed.**

D. Koehler moved to adopt revised Meeting Room Policy distributed today. L. Kantor seconded motion. See attachment. Passed unanimously

M. Sylvester moved that the board grandfather the group with a reservation for October 20<sup>th</sup> to allow for event to end at 10pm with clean-up to follow and conclude by 11 pm and allow full number (130) in original reservation. D. Koehler seconded. This is a wedding reception and patron has been unable to find a suitable alternate site at this short notice. The above group be required to hire security for the event, post a deposit but have the rooms with no fee if they submit proof of paid security as a condition of use. Motion passed 3 for, 1 against.

### **Trustee items:**

Future agenda items; limit parking lot use, appoint new trustee

Respectfully submitted,

Dianne Koehler  
Vice president acting for secretary

## WELLS BRANCH COMMUNITY LIBRARY DISTRICT AGENDA

Tuesday, September 15, 2009 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 to:

1. Receive citizen input on issues (speaker limit 5 minutes).
2. Receive Director's report concerning overall operations of the library.

#### **Consent Items:**

These 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 Collection Development Plan

#### **Action Items:**

1. Accept resignation of Sandra Newton, Trustee.
2. Appoint Brian Coalson as Trustee; administer Oath of Office (Lois).
3. Discuss and consider plans for Long Star Library Grant 2010 (Donita 5 min).
4. Discuss and consider quote for cistern inspection (2 min).
5. Discuss and consider limiting parking lot use (Lois 5 min)
6. Discuss and consider adoption of short term and long term goals (Lois/Board 20 min).
7. Discuss and consider revisions to the Interlibrary Loan, TexShare, and Circulation Policies (distributed 8/13/09 by Director). (Donita 10 min).

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

Lois Kantor

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.

## Minutes Wells Branch Community Library Board Meeting Tuesday, September 15, 2009

The meeting was called to order by Lois Kantor at 6pm. Board present: Lois Kantor, Dianne Koehler, Kathleen Williams, and Megan Sylvester, Donita Carlquist, Library Director. Citizen present: Brian Coalson

**Consent Items:** August 3<sup>rd</sup> and 30<sup>th</sup> minutes as were accepted as distributed. Megan Sylvester briefly outlined Treasurer's report which was referred to audit and highlighted financial issues. Dianne Koehler requested the Collection Development Plan be removed for discussion.

### Action Items:

1. **Accept resignation of Sandra Newton, Trustee.** Lois Kantor moved to accept the resignation of trustee Sandra Newton, seconded by Dianne Koehler. Passed unanimously.
2. **Appoint Brian Coalson as Trustee; administer Oath of Office.** Lois Kantor moved to appoint Brian Coalson as trustee, Megan Sylvester seconded. Dianne Koehler questioned appointment because another person applied for the position. Discussion ensued. For: 1, Against 3. Motion Failed. Lois Kantor will contact other applicant about open position.
3. **Discuss and consider plans for LoanStar Library Grant 2010.** Director outlined options for grant funds: fund Saturday am staffing, purchase WinSelect for computers, shelving needs, Reference librarian, improving foreign language section, job center. No action taken, delayed until next meeting.
4. **Discuss and consider quote for cistern inspection.** Discussion on condition of the cistern and water situation from pump. Plans for cistern and rainwater system are missing. Lois Kantor moved to accept bid from Innovative Water Solutions for \$1,060. Megan Sylvester seconded. Passed unanimously. (see attachment A)
5. **Discuss and consider limiting parking lot use.** Lois Kantor moved parking lot use be limited to between 6am – 10 pm. Dianne Koehler seconded. Discussion on non-library use. Motion Withdrawn-  
  
Lois Kantor moved parking lot use be restricted as follows: No overnight parking- Parking for library use only. Dianne Koehler seconded. Notify sheriff and erect signage. Passed unanimously.
6. **Approve collection development plan.** Discussion on basic vs enhanced plan for library. No action taken. Send back to director for redevelopment for October meeting.
7. **Discuss and consider revisions to the Interlibrary Loan, TexShare, and Circulation Policies (distributed 8/13/09 by Director).** Megan Sylvester requested Circulation Policy be pulled for clarification. Director will investigate if system will allow household restrictions. Lois Kantor moved to approve ILL and TexShare policies and refer circulation policy back for revision, Dianne Koehler seconded. Approved unanimously. (attachment B & C)
8. **Discuss and consider adoption of short term and long term goals.** Discussion on revised goals as presented. 2009-2012. Reordered by priority. No action taken. Document will be posted and shared to be discussed in October with possible short term goals.

Next meeting will be October 13<sup>th</sup> at 6pm.

Future agenda items: Landscape, collection development policy, LT/ST goals, LoanStar grant, Holiday board/staff meeting, trustee appointment

The meeting was adjourned at 8:04 pm.

Respectfully submitted,

Dianne Koehler  
Vice President acting for secretary

**WELLS BRANCH COMMUNITY LIBRARY DISTRICT AGENDA**  
**Tuesday, October 13, 2009 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 to:

1. Receive citizen input on issues (speaker limit 5 minutes).
2. Receive Director's report concerning overall operations of the library.
3. Receive Quarterly Report from Treasurer, including Qtrly Investment report.
4. Receive standardized HR paperwork from director, including orientation and training forms as well as hiring processes, corrective measures, evaluations and terminations.
5. Receive Director's report concerning status/completion of Goals set by Trustees

**Consent Items:**

These 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 Collection Development Plan and Circulation Policy
4. Approve Safety and Disaster Plans and documents

**Action Items:**

1. Appoint new Trustee; administer Oath of Office (Lois).
2. Discuss and consider plans for Long Star Library Grant 2010 (Donita 5 min).
3. Discuss and consider building repairs, painting, landscape (5 min).
4. Discuss and consider staff insurance issues (Megan 5 min)
5. Discuss and consider changes to budget to include: (Donita, 2 min)
  - Move \$200 from extra fines collected (430) to 544 (mileage)
  - Move \$500 from extra fines collected (430) to 542 (office supplies)
  - Move \$800 from extra fines collected (430) to 523 (adult media)
  - Move \$300 from 504 (fundraising expenses) to 505 (volunteer expenses)
  - Move \$500 from 515 (employee memberships) to 516 (employee training)
6. Discuss and consider adoption of short term and long term goals (Lois/Board 20 min).
7. Discuss and consider Board/staff holiday event

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

**Trustee items:**

1. Announcements by Board members, including upcoming programs such as Texas Book Festival
2. Future agenda items;
3. Directives

Lois Kantor  
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.

## Minutes Wells Branch Community Library Board Meeting Tuesday, October 13, 2009

The meeting was called to order by Lois Kantor at 6PM. Trustees present: Lois Kantor, Dianne Koehler, Kathleen Williams, and Megan Sylvester. Donita Carlquist, Library Director. Citizen present: Brian Coalson

### Items Received:

1. No citizen input.
2. Directors report delivered by Donita Carlquist.
3. Quarterly report received from Megan Sylvester, Treasurer.
4. HR paperwork was received from Donita Carlquist and discussed.
5. Status/goal completion tabled for the end of the meeting.

### Consent Items:

1. September 15<sup>th</sup> minutes were accepted as distributed.
2. Treasurer's report referred to audit.
3. Collection Development Policy and Circulation Policy Discussion tabled for later discussion.
4. Safety and Disaster Plan and documents were accepted. Donita Carlquist reports that the safety and disaster plan has been sent out over e-mail, is available on the web, and there is a hard copy in the library. A shorter version is posted for quick reference.

### Action Items:

1. **Appoint new Trustee; administer Oath of Office.** Lois Kantor administered the Oath of Office and Brian Coalson was appointed as Trustee. Oath of office and Statement of Appointed Officer were delivered and signed.
2. **Discuss and consider plans for Long Star Library Grant 2010.** \$10,331 will be granted to the library. Donita Carlquist presented three possible plans:
  - a. Expand hours. Add 3 hours on Saturdays for the year at a cost of \$300 a week for a cost of \$10,500 or expanding Saturday hours for the summer, for a cost of only \$3,600.
  - b. Expand database access for the library. Cost is estimated at \$11,925, including the installation, promotional events, and training for the staff.
  - c. Expand shelving. Cost is estimated at \$15,000 to add a significant amount of shelving. Some of the stacks are already crowded and this is a capital expense that will need to be undergone in the future.

Megan Sylvester made a motion to use the grant money for the shelving, covering the additional cost with the library's funds, Lois Kantor seconded, motion passed unanimously.

3. **Discuss and consider building repairs, painting, landscape.** Dianne Koehler made a motion to have a physical needs survey done by the Facilities committee for the next meeting. Lois Kantor seconded, motion passed unanimously.
4. **Discuss and consider staff insurance issues.** After reviewing options, the internal affairs committee recommended continuing coverage with Aetna.

Megan Sylvester made a motion to renew the Aetna policy. Kathleen Williams seconded, motion passed unanimously.

5. **Discuss and consider changes to budget.**

Budget changes presented:

Move \$200 from 572 (utilities-electric/gas) to 544 (mileage)

Move \$500 from 572 (utilities--electric/gas) to 542 (office supplies)

Move \$800 from 504 (fundraising expenses) to 523 (adult media)

Move \$300 from 504 (fundraising expenses) to 505 (volunteer expenses)

Move \$500 from 515 (employee memberships) to 516 (employee training)

Move \$700 from 596 (marketing- WBNA) to 597 (marketing- misc)

Move \$300 from 583 (legal services) to 585 (bank charges)

Move \$4k from general revenue to furnishings for the remainder of the shelving not covered by the Loan Star Library Grant.

Megan Sylvester made a motion to accept budget changes, Kathleen Williams seconded, motion passed unanimously.

6. **Discuss and consider adoption of short term and long term goals.** Tabled for later discussion

7. **Discuss and consider Board/staff holiday event.** Scheduled for Dec 13<sup>th</sup> at 6:30. Staff, board and their immediate households only. Lisa will take care of the potluck and/or catering.

No action taken.

**Tabled Items:**

1. **Approve Collection Development Plan.** Dianne Koehler mentioned that there were no specifics for action items. Discussion ensued.

Dianne Koehler made a motion to send the plan back to Donita Carlquist. Brian seconded, motion passed unanimously.

Megan Sylvester made a motion to get the estimated material need for the sample budget.

Lois Kantor seconded, motion passed unanimously.

2. **Discuss and consider adoption of short term and long term goals.**

Discussion on revised goals with short term plans. No action taken. Wording of goals will be approved at the November meeting.

Next meeting will be November 9th at 6pm.

Future agenda items: Final approval of goals, discuss and approve collection development plan.

The meeting was adjourned at 8:46 pm.

Respectfully submitted,

Brian Coalson  
Secretary



**WELLS BRANCH COMMUNITY LIBRARY DISTRICT AGENDA**  
**Monday, November 9, 2009 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 to:

1. Receive citizen input on issues (speaker limit 5 minutes).
2. Receive Director's report
3. Receive Report from Treasurer

**Consent Items:**

These 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 Collection Development Plan

**Action Items:**

1. Discuss and consider Meeting Room Policy and issues (Lois/Megan 5 min).
2. Discuss and consider building repairs, painting, landscape, including fountain (Lois/Donita 10 min).
3. Discuss and consider Personnel issues including employee expenses and bookkeeper (Megan 10 min).
4. Discuss and consider expansion of collection.
5. Discuss and consider adoption of short term and long term goals (Lois/Board 20 min).
6. Discuss and consider Tech policy and Tech plan (Dianne 5 min).
7. Discuss and consider 2010 budget including overall expenses and reserve funds (Megan/Board 20 min).

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

**Trustee items:**

1. Announcements by Board members, including upcoming programs such as Texas Book Festival
2. Future agenda items;
3. Directives

Lois Kantor  
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.

## **Minutes Wells Branch Community Library Board Meeting Tuesday, November 7, 2009**

The meeting was called to order by Lois Kantor at 6:02PM. Trustees present: Lois Kantor, Dianne Koehler, Kathleen Williams, Megan Sylvester, and Brian Coalson. Donita Carlquist, Library Director.

### **Items Received:**

1. No citizen input.
2. Directors report delivered by Donita Carlquist.
3. Monthly report received from Megan Sylvester, Treasurer.

### **Consent Items:**

1. October 13<sup>th</sup> minutes were accepted as distributed.
2. Treasurer's report referred to audit.
3. Collection Development Policy and Circulation Policy Discussion tabled for later discussion.

### **Action Items:**

1. **Discuss and consider Meeting Room Policy and issues.** Megan Sylvester reports that income from the meeting room are down significantly due to policy change.

Lois Kantor made a motion to allow exceptions of up to one hour from policy be made at the directors or board members' approval. Dianne Koehler seconded. The motion was then amended to include that the number of guests in meeting room for private use be expanded to up to 75 people with permission as well. Motion passes unanimously.

Lois wanted to clarify the earlier meeting room policy motion.

Megan Sylvester made a motion to change the meeting room policy to allow groups until 10:00 to be out of the room and to allow for up to 75 people when renting the ballroom. Dianne Koehler seconded. The motion passes 4-1 with Lois Kantor voting nay.

2. **Discuss and consider building repairs, painting, landscape, including fountain.** Donita Carlquist mentioned that the power outlet for the fountain is not the correct voltage and is not up to code. Lois mentioned that without a water feature, we cannot get the Wildlife Habitat Certification. The fountain is still undelivered, so no payment is necessary. No vote is needed to not purchase the fountain, so it will be returned through inaction. Donita reports that replacing all of the locks will cost around \$400, less than the \$500 limit requiring board approval. Dianne Koehler emphasized that the laminate to be replaced under the desks be commercial grade.

Lois Kantor made a motion to get quotes to bring the outside and inside electrical systems, including the fountain up to code. Dianne Koehler seconded. Motion passes unanimously.

3. **Discuss and consider Personnel issues including employee expenses and bookkeeper.**

Megan Sylvester made a motion to move the three full-time hourly managers to be salaried on January 10th, 2010. Dianne Koehler seconded. Motion passes unanimously.

Discussion on different types of health savings plans for Megan Sylvester to research. Discussion of hiring a bookkeeper ensued. Megan Sylvester and Dianne Koehler were tasked with creating a job description for a bookkeeper.

4. **Discuss and consider expansion of collection.** Donita presented the revised collection development plan.

Megan Sylvester made a motion to approve the collection development plan. Lois Kantor seconded. Motion passes unanimously.

5. **Discuss and consider adoption of short term and long term goals.**

Lois Kantor made a motion to adopt the goals as amended. Kathleen Williams seconded. Motion passes unanimously.

6. **Discuss and consider Tech policy and Tech plan.** Dianne Koehler presented the Tech plan.

Dianne Koehler made a motion to approve the Tech plan as presented. Lois Kantor seconded. Motion passes unanimously.

The computer use policy was discussed.

Dianne Koehler made a motion to accept the revised Tech plan. Megan Sylvester seconded. Motion passes unanimously.

7. **Discuss and consider 2010 budget.** Discussion ensued.

Lois Kantor made a motion to set the amount needed in the contingency fund to be 5 months of expenses. Brian Coalson seconded. Motion passes unanimously.

Next meeting will be December 13th at 5pm.

Future agenda items: Discussion of bookkeeper, 2010 budget

The meeting was adjourned at 8:25 pm.

Respectfully submitted,

Brian Coalson  
Secretary

**WELLS BRANCH COMMUNITY LIBRARY DISTRICT AGENDA**  
**Sunday, December 13<sup>th</sup>, 2009 at 5:00 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 to:

1. Receive citizen input on issues (speaker limit 5 minutes).
2. Receive Director's report
3. Receive Report from Treasurer

**Consent Items:**

These 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 library closings for 2010
4. Accept Long-term Plan and Marketing Plan

**Action Items:**

1. Discuss and consider FSA
2. Discuss and consider 2010 budget

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

***Notice is hereby given that the Board Meeting of the Trustees of the Wells Branch Community Library District will adjourn at or around 6 pm for the Board and staff to participate in a winter holiday gathering. No library business will be discussed during this gathering.***

Lois Kantor  
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.

## **Minutes Wells Branch Community Library Board Meeting Sunday, December 13, 2009**

The meeting was called to order by Lois Kantor at 5:04PM. Trustees present: Lois Kantor, Dianne Koehler, Kathleen Williams, Megan Sylvester, and Brian Coalson. Donita Carlquist, Library Director.

### **Items Received:**

1. No citizen input.
2. Director's report delivered by Donita Carlquist.  
Some concerns were raised about the wording of the computer policy.  
Donita will reword the policy to make it easier to read for patrons.
3. Monthly report received from Megan Sylvester, Treasurer.

### **Consent Items:**

1. November 7<sup>th</sup> minutes were accepted as distributed.
2. Treasurer's report referred to audit.
3. Long-term plan and Marketing Plan accepted.

### **Action Items:**

1. **Discuss and consider employee FSA.**

Megan Sylvester made a motion to reimburse up to \$200 for all employees and their household dependents that work 20 hours a week and have been employed for a full year. The plan money can be used for qualified expenses, including deductibles, co pays, prescription contacts and glasses, hearing and eye exams, immunizations, and other expenses as determined by the formal plan. Lois Kantor seconded. Motion passes unanimously.

2. **Discuss and consider 2010 Budget.** Discussion ensued. Some changes were an additional \$2500 was added to training budget and \$500 to landscaping.

Megan made a motion to accept budget as amended.

Amendments:

- Transfer balance from ready cash, about \$80,000
- \$10,000 for lonestar
- \$-112,000 taken off of mortgage
- \$100 off of 502
- 504 reduced to \$2000
- Volunteer expenses (505) changed to \$1675
- Staff Bonuses (512) changed to \$2,000
- Employee Education (5135) changed to \$4,000

- Employee Training (516) changed to \$2,500
- building loan interest reduced to \$19,500
- insurance increased to \$5,100
- Landscaping (565) = 11500

Kathleen Williams seconded. Motion carries unanimously.

### **3. Approve library closings for 2010.**

Dianne Koehler made a motion to approve the schedule except for December 26<sup>th</sup>, when the library will remain open. Brian Coalson seconded. Brian Coalson, Dianne Koehler, Lois Kantor, and Kathleen Williams vote yes. Megan Sylvester votes no. Motion carries.

Next meeting will be January 19, at 6:00 PM.

Future agenda items: Discussion of bookkeeper

The meeting was adjourned at 6:23 PM.

Respectfully submitted,

Brian Coalson  
Secretary