

Minutes Wells Branch Community Library Board Meeting Monday, April 12, 2009

The meeting was called to order by Lois Kantor at 6:04PM. Trustees present: Lois Kantor, Dianne Koehler, Kathleen Williams, Megan Sylvester, and Brian Coalson. Donita Carlquist, Library Director. Citizens present: Jill Trateston, Andrea Norman

Items Received:

1. Citizen input.
No citizen input.
2. Director's report delivered by Donita Carlquist.
3. Monthly report received from Megan Sylvester, Treasurer.
4. Landscaping Committee was delivered by Lois Kantor.

Consent Items:

1. March 1st, March 16th minutes were accepted as distributed.
2. Treasurer's report referred to audit.
3. Complaint Policy, Patron Behavior Policy, Program Policy, Reference Policy, Meeting Room Policy, Acquisitions Policy consented to. Proctoring Policy is pulled for discussion.

Lois Kantor moved to approve the Proctor Policy. Dianne Koehler seconded. Discussion ensued. Motion passes unanimously with the change of replacing the per-semester fee with a per-test fee of \$20, with a package of three tests for \$50. All current agreements of proctoring on a per-semester basis will be upheld.

Action Items:

1. **Receive and accept Library Auditor's Report**

Auditor from Montemayor Hill & Company, P.C. delivered the report. Items of note:

- The library has a strong asset to liability ratio.
- The Director was very thorough with the auditor during the process.
- Errors in audit are related to journal entries being missed. A proposed solution was to have a more clear process for entry during the next audit period.
- A notable weakness is that there is little separation of duties within recording transactions within the general ledger, and subsequently reconciling the bank accounts. This is common with smaller organizations. A proposed solution was to task a Board member or volunteer with reconciling the bank accounts.

Lois Kantor made a motion to accept the audit, with the typo of E-Bate being corrected to state E-Rate on the uncorrected misstatements page of the report. Megan Sylvester seconded. Motion passes unanimously.

2. **Discuss and consider turnover of Board at May meeting.**

The officers collaborated on a list of tasks to accomplish during the turnover, including, but not limited to:

- Open records training for new Board members
- Policy signing with new Board members
- Changes of registration for correspondence which may be directed to a single board member. The library is of the size that all communication should be directed at a position, not a particular person.
- Financials such as the names on accounts at the various banks need to be changed, and new signature cards need to be filled out.
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The Board adjourned for a five minute break at 7:06PM.

The Board continued at 7:11 PM.

The Board members discussed their role in regards to their office, as outlined in the bylaws.

Trustee Items:

1. **Announcements:**

Runoff election on April 13th will not be at the library. Since the primary election was held at the library, staff should be notified to direct patrons to the correct location. A sign will also be placed on the door.

2. **Future agenda items:**

- Review Personnel Policy
- Review Technology Plan
- Swearing in of new board members
- Officer elections

3. **Directives:**

- The Director is to verify that the postage and fax costs incurred by the library are tracked and do not overrun the limit in the policy.
- The Director is to investigate the repairs to the hot water pump as mentioned in the Director's report.
- The Director is tasked with acquiring and sending the calendar of tentative meeting topics to the Board members.
- The Director is tasked with creating a statement of proctoring environment consistent with the Proctoring Policy, which employees can sign and deliver to clients after the proctoring is completed. This will avoid any confusion as to the proctoring environment or process.

Next meeting will be May 10, at 6:00 PM.

The meeting was adjourned at 8:10 PM.

Respectfully submitted,

Brian Coalson
Secretary