

Minutes Wells Branch Community Library Board Meeting Thursday, Aug 12, 2010

The meeting was called to order by Megan Sylvester at 7:12. Trustees present: Jill Traffanstedt, Andrea Norman, Brian Coalson, Abby Grant and Donita Carlquist, Library Director.

Items Received:

Monthly report delivered by Donita Carlquist, Library Director.

Monthly report received from Brian Coalson, Treasurer.

Consent Items:

1. **July 19th minutes were accepted as distributed.**

2. **Treasurer's report referred to audit.**

3. **Discuss and consider budget changes**

The following budget adjustments are suggested:

- Move \$1200 from 525 subscriptions to 552 webhost and subscriptions
- Combine lines 553 technology maintenance and 5535 tech support
- Move \$1500 from 556 patron network to 557 staff network
- Increase 521 adult books from \$32400 to \$35000
- Increase 573 repairs and maintenance from \$17500 to \$19000

Megan Sylvester made a motion to approve redistribution of the funds outlined in the Director's Report. Andrea Norman seconded. Motion passed unanimously.

4. **Approve Collection Development Policy** – Moved to action items

5. **Approve Circulation Policy** - Moved to action items

6. **Approve Texshare Policy**

7. **Approve Interlibrary Loan Policy**

8. **Approve Trustee and Committee Code of Behavior**

Action Items:

1. **Approve Collection Development Policy**

Discussed the policy of accepting self published materials.

2. **Approve Circulation Policy**

Discuss Paragraph II, the last sentence. To match the current policy practice, the wording should change to "Parents and/or guardians may apply for a child age 5 or over".

Put the Reserve Procedure in this policy, make it item VII, Reserve Limits.

Section VIII (1), change wording to read "the lesser of amazon.com or barnesandnoble.com".

Megan Sylvester made a motion to approve the Collection Development and the Circulation Policy as amended. Brian seconded. Motion passed unanimously.

3. Landscape Committee Report

No report.

4. Discuss and consider changes to how committee volunteers are selected and examine the role of committees

Current committees are: Facilities, Image and Operations. Donita would like a trustee on each committee, but the committee remains staff lead. Also, we should publicize committee meetings for public input.

Megan made a motion that volunteer for committee appointment will be marketed and 3 candidates will be forwarded to the board by the volunteer coordinator. Brian seconded. Motion passed unanimously. We will remember to put this in the By Laws at the October meeting.

5. Discuss and consider changes to how complaints are handled including possible changes to the Employee Grievance and Patron/Volunteer Complaint Policies

Change portions of the procedures to include wording that the complaint be in writing to the appropriate library staff or trustee. It can be submitted on the complaint form found on the website, and should be submitted in a sealed envelope.

Abby made a motion to change the Grievance section of the Personnel Policy to reflect these changes. Megan seconded. Motion passed unanimously.

6. Discuss and consider changes to the Donation Policy

Andrea makes a motion to strike from the Donation Policy the sentence “The library will not accept copied or self-published materials”, and then accept the policy. Megan seconds. Motion passed unanimously.

7. Discuss and consider budget changes

See number 3 from Consent Items above.

8. Discuss and appoint lay and staff representative for CTLS board

We had one applicant and he was approved by the volunteer coordinator.

Megan made a motion to appoint Tom Baylor to be our CTLS Board lay representative. Andrea seconded. Motion passed unanimously.

Megan made a motion to appoint Andrea Norman as alternate lay representative for CTLS. Jill seconded. Motion passed unanimously.

9. Discuss and consider staff/board retreat

We discussed the food to serve, and drafted an agenda. Donita will facilitate the meeting, Brian will present a budget report. We'll present what past goals have been implemented, discuss the results of the recent survey, and play a Getting to Know You game. We planned a way for citizens and staff to submit and vote on a new wish list for the library and how to set goals for the coming year.

Trustee Items:

The Library Annual Planning and Luncheon is set for September 12th, at 1:00. The meeting is scheduled from 1:40 to 3:30, and a Board Meeting will follow the citizen input session.

The next meeting is set for Wednesday, October 6th at 6:15 PM.

Future agenda items:

- Consent on the Personnel Policy
- Discuss the Retaining Wall

Directives:

- Post new policies
- Begin to standardize the look of policies
- Evaluate survey and prep presentation for retreat

The meeting was adjourned by Megan Sylvester at 9:15 PM.

Respectfully submitted,

Jill Traffanstedt
Secretary