

Minutes Wells Branch Community Library Board Meeting Wed., Nov 14, 2010

The meeting was called to order by Megan Sylvester at 6:07 PM. Trustees present: Jill Traffanstedt and Brian Coalson. Abby Grant and Andrea Norman were absent. This is still a quorum. Library Director Donita Carlquist was present.

Items Received:

Monthly report delivered by Donita Carlquist, Library Director.

Monthly report received from Brian Coalson, Treasurer.

Consent Items:

- 1. Accept October Minutes**
- 2. Refer Treasurer's report to audit**
- 3. Fines and Fees Policy**
- 4. Budget Amendments for 2010**

Megan made a motion to approve the consent agenda. Brian seconded. Motion passed unanimously.

Action Items:

1. Landscape Committee Report

The report from an engineer concerning the parking lot rebuild does not answer our questions, is not itemized, and is too expensive. We will get another bid. There is some agreement on the new plants to go into the flower beds for fall color, and that will proceed.

The Board went into executive session. No action is recommended.

2. Discuss and approve the 2011 Budget

The contract for janitorial services we have been using has been voided. Donita has received some new quotes for services from different companies. We need to increase this budget item. There was also discussion on the cost of the parking lot repairs.

Pull from landscape (#565) \$2,765.75 into janitorial services.

Put in election reserves \$15,000 – pull from savings

Take 30,000 out of ready cash to cover the parking lot repairs

Megan made a motion to accept the 2011 budget and create a permanent election reserve. Brian seconded. Motion passed unanimously.

3. Discuss and consider changes to the Bylaws

Changed the wording in Section 6 to say "shall consist of President, Treasurer and Secretary, and may consist of Vice President and Assistant Secretary/Parliamentarian."

For the Treasurer, we changed item 5 to read "in the absence of an appointment investment officer, the treasurer will serve as the investment officer."

Article VIII-Contracts for Services, in the last paragraph, we changed the total amount from \$250 to \$5,000 and added the phrase "contracts over \$5,000 must be approved by two board members with signatory authority".

Brian made a motion to accept the By-Laws as amended. Jill seconded. Motion passed unanimously.

4. Executive Director's Review, in executive session

Because two people are absent, the review was delayed for discuss in the December meeting.

Trustee Items:

The next meeting is set for Sunday, Dec 5th at 4:45. This coincides with a Volunteer Appreciation Event at 6:00.

Future agenda items:

- Evaluation of Library Director
- Landscape
- Review 2010 budget items
- Vote on the Investment Officer
- Procurement in January

Directives:

- Megan – recommend a civil engineer
- Donita – create a job description for the investment officer

The meeting was adjourned by Megan Sylvester at 7:09 PM.

Respectfully submitted,

Jill Traffanstedt
Secretary