

Minutes Wells Branch Community Library Board Meeting Sunday, Sept 12, 2010 Board / Staff Retreat

The meeting was called to order by Megan Sylvester at 1:45. Trustees present: Jill Traffanstedt, Andrea Norman, Brian Coalson, and Abby Grant. Library staff present: Donita Carlquist, Kristin Grance, Natalee Corbett, Natosha Gibbs, Beth Hydak, Tony Serino, Brianne Cryer, Etta Sanders, Cassidy Austin, Nathaniel Hailu, David McClure, and Melissa Evans. The following citizens were also present: Dianne Koehler, Lois Kantor, Janet Maxey, Debby Thompson, Lynn Samerigo, and Iggi Krogund.

Megan gave some introductory remarks, reviewed the agenda, and introduced Donita for the Getting To Know You Game. Brian gave a budget overview, Donita reported the results of the patron survey, and reviewed employee benefits.

The next item on the agenda was a Brainstorming and Poker session. All participants were invited to write ideas to improve the Library. Ideas were grouped in four categories and written on flip charts. Trustees passed out random cards for each idea. At the end of the session, prizes were awarded to participants with the best poker hand. Winners were Natalee, Nathaniel, and Lois.

Staff and volunteers were given five stars each to vote on which ideas they liked best. There were about 90 ideas written over all four categories. The top two or three in each category were presented by Megan and discussed by the group. Several assignments were made to staff members to follow up and/or research a specific topic. The list of ideas is presented at the end of these minutes as Attachment A and shows which staff member was assigned or volunteered for the task.

This staff retreat ended at 3:30 and there was a short break.

The regular monthly WBCLB Meeting was called to order at 3:55. All trustees were present with the Library Director as listed above.

Items Received:

Monthly report delivered by Donita Carlquist, Library Director.

Monthly report received from Brian Coalson, Treasurer.

Consent Items:

1. The August minutes were approved with one correction.

Brian had a correction to the minutes. He made a motion to correct the August minutes to say "Increase 573 repairs and maintenance by \$1500." Megan seconded. Motion passed unanimously.

Treasurer's report referred to audit.

Megan made a motion to approve the treasurer's report. Andrea seconded. Motion passed unanimously.

2. Approve extending summer hours – moved to action item

Action Items:

1. Landscape Committee Report

We have contacted several civil engineers. The repairs are going to be costly, including tearing up the parking lot and possibly building a retaining wall. This could be a safety issue during construction and may require the Library to close. We need to research how much parking, and how much handicap parking we're required to have to be open. When getting quotes for parking lot repair, Donita will find out how long and how much of the parking lot will be blocked off.

2. Discuss extending summer hours

There is a monetary impact of about \$1,900 in salaries to extend library hours. We discussed keeping the library open the extended hours that were implemented in the summer.

Megan made a motion to keep the library open on Saturday mornings through the end of the year, and to pay for it by moving \$2,000 from reserves and into payroll. Brian seconded. Motion passed unanimously.

3. Discussed the Ideas from the Retreat

Get a quote for Optical Insurance.

Research the idea for Real Library Cards and get an estimate before the budget meeting (9/27)

Research the cost and legal issues of accepting credit cards in the Library

Staff holidays and vacation time off

Trustee Items:

Andrea is going to check out eBook programs and other electronic media.

Megan will research the legal issues of accepting credit cards.

The next meeting is set for Oct 6th at 6:15.

Future agenda items:

- Circulation Policy
- By Laws (These are on the web site)
- Safety Policy
- Short/Long Term Goals
- Review Finance Budget
- Lone Star Library
- Personnel Policy
- Review the Performance Review form

Directives:

- Ask Bruce if outlook can auto-forward or auto-copy
- Post to the listserv 'Does anyone have experience with an electronic book download database?'
- Replace the handicap parking sign
- Replace the aerator in the ladies' room sink furthest from the door
- Find out what it costs to get a credit card machine

The meeting was adjourned by Megan Sylvester at 5:00.

Respectfully submitted,
Jill Traffanstedt
Secretary

Attachment A – Ideas for the library, listed by Committee

The top ideas are listed first with asterisks, and the other ideas are listed in alphabetic order. Staff initials are included when available. Staff assignments are in blue.

Operations

- ***10 DVDs per family (Max) – *Policy change for board discussion*
- ***2007 MS Products for classes and regular computers
- ***Two people at circulation, at least during peak hours
- ***Real, hard plastic library cards/keychain card (KG) - *Kristin*
- ***Thanksgiving weekend off
- **Better links/rec. for reader. Like Amazon's if you enjoyed ____, you'd like _____. (MJS)
- **Put new DVD acquisitions on display
- **Reorganize DVD's for patrons (NH)
- *All new computers (CA)
- *Staff member or volunteer in charge of restocking displays (BC)
- All check-in in workroom (NC)
- Apartment finder system (DM)
- Battery recycling (ES)
- Closed stacks (CA)
- Community shredder
- Credit Card Machine
- Designated library card computer (NH)
- Free printing (NC)
- Have 2 scanners at the circulation desk for staff (TS)
- Need DVD buffer for scratched DVDs (BC)
- Organize CDs by type of music (LK)
- Playaway audio books (NC)
- Printers that printout the items patrons checked out with due date (NG)
- Saturday hours 1 – 6
- Scanner for patron use
- Series section for adult fiction (TS)
- Tech book sections/cookbook
- Two computers one for books, one for movies
- Wider variety of commonly used software on computers (NC)

Internal Affairs

- ***T-shirts as awards for volunteers *Beth*
- **Completely staff free day (for team building at possible amusement park) (CA)
- **Optical insurance (KG) *Etta*
- **Staff training whenever new technologies/databases are rolled out (BH)
- *Advertise for volunteers from high schools-specifically clubs requiring service hours (NH)
- *Guitar lessons for story time tellers (BC)
- *Staff self defense sessions (TS)
- *Volunteer vests to wear while volunteering (AG)
- Anonymous staff and volunteer comment box (ES)
- Communication to volunteers regularly about changes in procedures (LK)
- I will teach guitar lessons (DM)
- Look for library school interns (NC)
- Multicultural customer service training (NC)
- Organize/form a list, online or in staff share, of continuing education opportunities (BC)
- Staff favorites for DVDs (TS)
- Team S.M.A.R.T. -- Stolen and missing acquisitions retrieval team (TS)

Image

- ***WBCL volunteering for other organizations (BH) *Beth*
- ***Bridge/Canasta Bunko Club (DNC)
- ***I always meant to read that book club (DNC)
- **Halloween Haunted House
- **Suggest books/audio sign on website (LK)
- *Community movie night (DNC)
- *Flash design program-games and web (NG)
- *Knitting Club (NG)
- *Monthly Documentary Discussion group (ES)
- *Monthly video game tournaments for teens (NH)
- *Signs for each area of the library (CA)
- *Teen pre-college testing tutoring for SAT and ACT (NG)
- *Who done it book club (NC)
- *WiFi for teen/tween/kids programs (ICG)
- *Writing classes for ESL Patrons (NG)
- Book pairings (KS)
- Bookclub-in-a-bag (KG)
- Books to cook by (DNC)
- GN Book Club (NG)
- Hooks and Books (DNC)
- It's not smut, it's for book club (DNC)
- One book, one community (DNC)
- Online book reviews (ES)
- Poker Tournaments
- Sell library T-shirts to patrons (NH)
- Teen decorated teen area/colors/carpets (CA)

Facilities and Funds

- ***Program specific fundraiser (ES) *Etta*
- ***Rotating local artist displays through library (DA) *Etta*
- ***Steam Cleaner for carpet/furniture (KG) *Donita*
- *Fix the operating times on the front door
- *Local artist (WB) sculpture piece (ES)
- *Memorial pavers/sundial in circle (LK)
- *Stepping stones/path for front sidewalk to walkway (LK)
- Auto doors for wheelchairs and strollers (NC)
- Circular bench in front circle grass area (CA)
- Establish a procedure for staff to book meeting rooms, like when to do alarm code training (BC)
- Fine Round-Up (NC)
- Library pet/mascot (NC)
- More posters and art work for the library
- New hand dryers for bathrooms
- Organic materials for programming/food/cleaning products (MJS)
- Popcorn machine for programs (NG)
- Set of laptops to hold computer classes in meeting rooms (DNC)
- Speaker system to notify patrons of library closing/etc. (CA)
- Visual displays of items in our landscaping and WBCL eco-consciousness (ES)