

Minutes Wells Branch Community Library Board Meeting Sunday, February 27, 2011

The meeting was called to order by Megan Sylvester at 6:48 PM. Trustees present: Jill Traffanstedt, Brian Coalson, Abby Grant and Andrea Norman. Library Director Donita Carlquist was present. One citizen was present, Dianne Koehler.

Items Received:

Monthly report delivered by Donita Carlquist, Library Director.
Monthly report received from Brian Coalson, Treasurer.

Consent Items:

- 1. Accept minutes as distributed**
- 2. Refer treasurer's report to audit**
- 3. Budget amendments for 2011**
- 4. Accept Director's report**
- 5. Accept Acquisition and Material Control Policy, Program Policy, Complaint Policy, and Reference Policy as distributed**

Some businesses were included in our tax collections that are not in our district. This will be corrected and future credits will be lower. The Regions CD for \$30,905.17 has matured. Pull this item for discussion.

Pull all items in #5 from consent for discussion.

Action Items:

- 1. Landscape committee report** - We discussed the parking lot repair. Donita prepared a summary of the eight proposals/recommendations; three of which were actual bids. Her recommendation is that we patch, seal and stripe the parking lot, and not pursue the costly re-build of the retaining wall. Brian made a motion that we get side by side bid comparisons from the three contractors and then go with the lowest reasonable bid. Jill seconded. Motion passed.
- 2. Trustee election for May 14, 2011 to elect two trustees** – Brian and Abby are up for re-election. March 14th is the last date to apply for a place on the ballot. March 21st is the last date to apply as a write in candidate on the ballot. Megan made a motion to post and call the election, in English and in Spanish. Andrea seconded. Motion passed unanimously. Andrea made a motion that if no more than 2 people apply before the deadline, we cancel the election. Jill seconded. Motion passed.
- 3. Review and possibly take action on contracts for summer programming from private companies** – Dianne asked about storage space. She can could use one of the cabinets she is currently using in the fire room. Megan made a motion to approve the summer contracts with Wooden It Be Wonderful and Learning Fun 101. Brian seconded. Motion passed unanimously.

4. **Discuss and possibly take action on fundraising plan and creation of a fundraising committee** - Because the library is losing funding from state and federal programs, we discussed forming a Fundraising Committee to come up with some ideas to raise money for the library. The current Friends of the Library organization was not established to do fundraising events, but they are willing to support the Board in this endeavor. Megan made a motion to form a fundraising committee and appoint Andrea and Jill to serve. We will ask Etta to join. Brian seconded. Motion passed unanimously.
5. **Discuss and possibly take action on Personnel Policy including holiday schedule** – We reviewed changes presented by Megan and Donita. Andrea made a motion to approve the Personnel Policy with changes. Brian seconded. Motion passed unanimously.
6. **Review and possibly take action on director’s recommendations concerning clean-out of the online catalog and removal of lost/damaged items from the collection**
7. **Review and possibly take action on changes to the Collection Development Plan as related to action item #6** – The Board approves the recommendations concerning the clean-out of the online catalog and removal of lost/damaged items from the collection as outlined in the February Director’s Report and the Collection Maintenance Update.
8. **Treasurer’s Report** - The Regions CD for \$30,905.17 has matured. Treasurer will investigate interest rates at competitive banks. Split the money into two accounts, either CDs or savings, whichever interest rate is better. Megan made a motion to have Brian manage this money into other accounts, which ever has a better interest rate. Brian seconded. Motion passed unanimously.
9. **Program Policy** – Discussed the wording concerning programs that take place outside regular library hours and the use of library equipment. Changes were made to the policy. Megan made a motion to approve the Program Policy as amended. Brian seconded. Motion passed unanimously.
Acquisition and Material Policy – pull and discuss at the next meeting.
Complaint Policy - Megan made a motion to approve the Complaint Policy with changes. Brian seconded. Motion passed unanimously.
Reference Policy - Andrea made a motion to approve the Reference Policy with changes. Jill seconded. Motion passed unanimously.

Trustee Items:

The next meeting is set for Monday, April 4th at 6:30.

Announcements by Board members- Brian and Abby announced their intention not to run for re-election to the Board.

Future agenda items:

- **Acquisition and Materials Control Policy**
- **Audit/Financial Plan**
- **Meeting Room Policy**
- **Board Trustee Vacancies**
- **Parking Lot**
- **Fundraising Committee Report**
- **Need a Finance Committee Volunteer**
- **Other Committee Reports**

The meeting was adjourned by Megan Sylvester at 7:40.

Respectfully submitted,

Jill Traffanstedt
Secretary

Final 3/27/11