

WELLS BRANCH COMMUNITY LIBRARY DISTRICT AGENDA
Sunday, October 28, 2012 at 4:00 PM

The meeting was called to order by Megan Sylvester 5:10 PM. Trustees present: Megan Sylvester, Roberta Mankowski, Jill Traffanstedt, and Faye Cormier. Karen Mappin was absent. Library bookkeeper/administrator, Etta Sanders, was present, and Library Director, Donita Carlquist-Ward. One citizen, Scott Smith was present.

Megan asked to move items #4 and #5 from consent. Jill made a motion to accept the consent items, pulling #4 and #5 for discussion. Roberta seconded. Motion passed.

Consent Items:

These may be approved collectively or individually. Any of these items may be pulled for discussion upon the request of any Trustee.

1. Citizen Comments, limited to three minutes unless more time is granted by meeting chair
2. Accept minutes as distributed
3. Refer treasurer's report to audit
4. Approve budget amendments
5. Accept Director's report
6. Accept Committee Reports
7. Accept Updated Texshare Policy
8. Accept Updated Fines and Fees Policy

Action Items:

Discuss and take action on trustee resignation, appointment process and reallocation of trustee positions. Karen has submitted a letter of resignation because she is moving out of town. Megan made a motion to accept Karen's resignation. Faye seconded. Motion passed. The open trustee position will be posted. Jill has taken over the duties of the Treasurer. We discussed options to fill the Secretary position. Donita volunteered Etta to record the minutes of the Board Meetings until we fill the Trustee position.

Discuss and take action on Friends of the Library items and activities to include dedicated space at the library for FoL. The FoL is requesting a space in the Library to display and advertise somewhere in the library. This will be used to showcase the library, events sponsored by the FoL, and items for sale. Faye asked that Donita talk to the staff about where to put the display, and then they will meet later. Scott thanked the staff for hosting the parking lot garage sale. Scott mentioned some online training for the staff on safety and security available through the Homeland Security website. Donita also knows of some training available through other library sources.

Discuss and take action on revision of WBCLD By-Laws and Trustee Code of Behavior –no action taken.

Discuss and take action on annual audit contract – Last year, we agreed to use the same auditor for two years in a row. That auditor was Gary Davis. No action was taken.

Discuss and take action on employee medical insurance bids. Donita has researched the options for other health insurance. There is a 22% increase in the current plan. Megan made a motion to approve the Atena Medical Plan. Faye seconded. Motion ~~planned~~passed.

Discuss and take action on amount of funds to be kept in long-term reserve accounts. Our financial policy says to keep 6 months of operating reserve in the long-term reserve account. Faye moves to amend the long range plan to implement the 6 months operating reserve account. Jill seconded. Motion passed.

Discuss and take action of year-end spending and facility repair bids as related to items from the annual planning retreat and subsequent committee meetings, to include possible 2012 budgetary amendments. Consider upgrading some of the following ~~ing~~ items: Statue, shelving, staff bonus, updating floors and walls in the meeting room complex, ~~new-repair~~ monument sign, book gluing machine, media cart with ~~built-in~~ speakers, new furniture for the Quiet Reading Room, purchase for the library the Tech Petting Zoo Package (Kindle, iPad, Nook), and spruce up the staff room. Faye will research costs for furniture in the Quiet Reading Room. Faye and Donita will come to the next meeting with estimates for furniture and upgrades to the meeting rooms. Megan recommends we spend around \$50,000 because this was the amount of the one-time sales tax increase.

The Board went into executive session to discuss personnel matters pursuant to Chapter 551.074 of the Texas Government Code. The meeting was called back to order at 6:40.

Megan made a motion to approve the list of 2012 budget amendments from the Director's report, and a ~~\$6040~~,000 budget for the onetime items discussed above. Roberta seconded. Motion passed. Another motion to add \$10,000 to the 2012 budget for staff and director's bonuses, to be distributed by a formula determined by the director and discussed at the finance committee. Jill seconded. Motion passed.

Discuss and take action on HRA Plan for 2013 - discussion moved to the Budget item.

Discuss and take action on draft 2013 budget as presented by the finance committee. The finance committee met and discussed various budget increases for 2013. The committee agreed on an approximate 5% overall increase to the budget. The committee also recommended an increase in staff salaries. Megan made a motion to move \$250 into the holiday planning programs budget. Roberta seconded. Motion passed. Faye made a motion to approve the 2013 budget. Jill seconded. Motion passed.

Trustee items:

Announcements by Board members.

December 1st - Volunteer Appreciation Party at 10:30 am

December 2nd - Appreciation party for EDS 2, MUD Board, staff, and volunteers at 6:30.

Future agenda items:

- Library holiday closings
- Trustee Code of Behavior
- Interview Board Member applicants
- By Laws
- FoL space
- Furniture and Meeting Room Space upgrades
- Review Donita's Goals

Next Meeting Dec 2nd at 5:30

Meeting adjourned at 7:04.

Respectfully submitted,

Jill Traffanstedt
WBCL Secretary

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