

WELLS BRANCH COMMUNITY LIBRARY DISTRICT Minutes
Tuesday, April 23, 2013 at 6:30 PM

The meeting was called to order by Megan Sylvester at 6:35 PM. Trustees present: Megan Sylvester, Roberta Mankowski, Jill Traffanstedt, Faye Cormier and Wanda Holcombe. Library Director, Donita Carlquist-Ward was present, and Library bookkeeper/ administrator, Etta Sanders. Two citizens present: Mr. Gary Davis, auditor of West, Davis & Company and Ed Peterson.

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. Accept minutes as distributed.
2. Refer treasurer's report to audit.
3. Approve budget amendments.
4. Accept Director's report to include updates on facility repairs.

Megan recommended moving Action Item number one to the beginning of the meeting in order for Mr. Gary Davis to make his report on behalf of the Wes, Davis & Company of the 2012 Audit. In Summary:

*Significant Audit Adjustments:

- #1: \$15,723 to reduce sales tax due from the state for amounts relating to prior years
- #2: \$299,974 recorded an overpayment of sales tax reflecting as Due to State

*There were no significant unadjusted audit differences.

*Mr. Davis gave high approval of the library accounting process.

Action: Megan made a motion to accept the audit report. Faye seconded. Motion passed.

6:55 pm Break was taken and meeting resumed at 7:00 pm

Megan made a motion to approve the minutes, the treasurer's report, budget amendments and director's report: #1-4. Jill seconded. Motion passed.

Summary of Director's Report:

- * Sales tax income is still well above expectations (April's was 22% over April 2012)
- * The audit was completed without incident or issue.
- * March circulation showed a marked increase in most categories with over a thousand more items checked out than the month before
- * Our Catalog is available in Vietnamese now, as well as Spanish.
- * This month we put in another large Spanish book order.
- * The operations committee determined that more shelving for adult fiction is needed, as well as a solution for the ever-expanding DVD collection.
- * We are scheduled for a Technology Assessment next week. The State Library contracted with an outside company to offer free assessments of the technology in a public library setting.
- *Regular kids programs continue to enjoy wild success with standing-room only in some story times.
- *Summer programs are planned, solicitation letters sent, and advertising has begun.

- **Action Items:**

Discuss and take action on financial officer appointment and required financial training.

A general get acquainted discussion was held with Ed Peterson who has agreed to serve as the volunteer Financial Officer for the WBCL Board of Trustees. He agreed to attend the Quarterly Finance Committee meetings, attend Board of Trustees meetings when possible, and take the required financial training course. A meeting was set for May 7th at 6:30 pm to meet with Megan and Donita. Jill made a motion to accept the appointment of Ed Peterson as the Financial Officer for the WBCL. Roberta seconded. Motion passed.

Discuss and take action on Friends of the Library items and activities.

Faye made the report on behalf of the the Friends of the Library Board that over \$1,000 was made at the Garage Sale on May 4th. Various other plans are being made by the Board to learn from other libraries and for special member events. Annual Membership meeting will be held at the library on Sunday, April 28th at 6:00 pm. No action taken.

Discuss and take action on letter from Comptroller dated November 26, 2012.

Megan reported no updates received from Comptroller other than the payment request from the library be sent to her on library letterhead requesting the 60 month repayment plan for the \$299,974 due to the State. Megan will continue to follow up with the Comptroller.

Discuss and take action on updates and repairs to the meeting room facility and quiet reading room to include any necessary budget amendments.

Donita reported that the Reading Room had been painted and Faye give the approval to order the appropriate furniture needed. No budget amendments will be needed.

Discuss and take action on changes to personnel policy.

Megan is working on updating the personnel policy to reflect EEOC requirements.

Trustee items:

Announcements by Board members:

*Megan recommended No Board Meeting in May

Future agenda items:

Comptroller Sales Tax payment offer update.

Next Meeting – June 4th or June 11th at 6:30 pm

Adjourned at 8:08 pm.

Respectfully yours,

Wanda Holcombe

Secretary, WBCL