

**WELLS BRANCH COMMUNITY LIBRARY DISTRICT AGENDA**  
**Sunday, July 27, 2014 at 3:00 PM**

The Board of Trustees of the Wells Branch Community Library District met at 15001 Wells Port Drive

**Quorum:** Megan Sylvester, Faye Cormier, Jill Traffanstedt, Theresa Faris, Laura Gomez-Horton,  
**Staff:** Donita Carlquist-Ward, Karen Mustard

**Citizen Comment**

Citizen comment is limited to three minutes unless given extra time by meeting chair

***No citizens present***

**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. Accept Director's report.
4. Review annual survey

***Megan accepted the motion to accept the consent agenda items as they are with the exception of the director's report and annual survey. Teresa second.***

**Discussion on director's report:**

- Donita reported she is requesting \$2400 to improve the teen section.
- She reported that they have good income.
- Received their first listings of Vietnamese books; we have a summer intern who can read Vietnamese and she will input them into the system before she leaves. She will also help translate the survey.
- Kristen was on the news talking about the summer reading program.
- Computers are all working properly except adult #4.
- Received 56 responses on room survey. "The meeting room survey got 56 responses. Of those, more than ¾ are aware that we have rooms available and would like to use them for an event. Less than 15% are interested in using the rooms Monday-Friday during the day, 44% on weekday evenings, 42% on weekend evenings, 46% on weekend mornings, and an overwhelming 63% on weekend afternoons. This confirms that the most coveted times for rental among our patrons are the times monopolized by outside groups many months in advance."
- Shared options on Mango that allows you to view movies.
- Jill asked a question about the toilet not working in one bathroom and whether they needed to bring in a plumber. Donita mentioned they were looking at repair quotes and options.
- Jill asked about the summer reading programs "not making." Donita reported that the private camps cancelled the room rental during the time they needed to and the rooms were opened up.

***No action taken.***

***Megan asked to exercise Prerogative and asked to move to action 4 and move to retreat.***

**Action Items:**

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

Teresa gave an update on daytripper. Board approved Gus to get an invoice and pay him (second Monday of the month). Daytripper has been paid. Donita reported that she got news this past Wednesday that it had not been paid. Teresa mentioned that she spoken to Gus and he said he had paid it.

Other news: FOL has been approved as community center status which means they can use the community center.

Still working on photography calendar. Want to get a speaker to kick it off. Still figuring some things out. Will call it "Picture Wells Branch."

Joy contacted Wells Branch BBQ to get them to pick a night to donate a percentage of sales as a fundraiser. Would like to do it once per month. Had other thoughts about what type of businesses to approach, other restaurants, jumpoline, etc.

***No action to take.***

2. Discuss and take action on budget adjustments and financial issues.

Re: \$2400 to furnishings for extensions to teen shelving

***Megan moved to approve teen budget item. Teresa seconded. No opposition.***

3. Discuss and take action on changes to the meeting room policy.

56 responses to survey. Faye shared an idea of crowd control. Suggested they need to enter the building from back area, but then people brought up fire code regarding locking front door.

Worked on changing wording on meeting room policy to specify that any changes to the rental agreement must be made in person by the renter and that the renter or a designated responsible adult must be present throughout the rental period.

***Jill made a motion to update meeting room policy as discussed. Faye seconded. No dissention.***

4. Discuss and make plans for the Annual Retreat scheduled for Sunday, September 14<sup>th</sup>.

See notes below.

5. Discuss and take action on updates to the ByLaws.

Megan looked into ByLaws. Our board is supposed to be at 5 members.

Looked into laws about requiring providing services to documented, legal status, etc. Person said we are probably except since the services we provide are free and that the law has not been implemented.

Donita asked what would happen if we don't have a quorum. Megan mentioned that we could not do business.

Megan recommended not making any changes.

***No action taken.***

6. Discuss and take action on November election.

***Megan motioned that if we don't have more than 3 qualified applicants, we cancel the election. Jill seconded. No dissensions.***

**Break: 3:48**

**Returned: 3:52**

#### **Discussion on annual survey:**

Got 51 responses. Teresa mentioned that the RR library puts people into a raffle and gives away prizes as a way to get more surveys.

- Annual Patron Survey results
  - Survey was sent as attachment to reports
  - Much shorter than previous years
  - Will run August 3- September 6 (5 weeks)
  - Will be available in Spanish and Vietnamese

**Action item #4: Discuss and make plans for annual retreat. Retreat will be on September 14, 2014 to start food at 12:30; Board retreat will be 1:00-4:00; Official board meeting will start at 3:30.**

- Megan suggested Donita adding a "state of the library."
- Presentation by committees- 5 minutes each for Operations, Image, Facilities
- Would like us to do a "walk around" to look at buildings facilities.
- Suggested we open it to other groups to come to meeting part such as MUD, FOL, etc.
- Discussed food options: Will order from Jason's deli

- **No Board Meeting in August will wait for retreat.**

**Trustee items:**

1. Announcements by Board members:

**Discussed committees everyone is on:**

Finance committee- Megan

Internal affairs committee- Megan

Operations committee- Faye and Teresa

Facilities committee- Jill

Image committee- Laura

Megan will be out of town and unavailable for check-signing from August 5-August 15, 2014.

Donita will be out August 5-12 so they won't be printing any checks.

Kudos regarding the displays such as batman, etc.

2. Future agenda items;

Jill would like a follow-up on Daytripper; Donita will email when she can confirm.

**Retreat scheduled for September 14.**

**Meeting adjourned at 4:30.**

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**Laura Gómez-Horton, Secretary**

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**Date**