

WELLS BRANCH COMMUNITY LIBRARY DISTRICT AGENDA
Wednesday, June 18, 2014 at 6:37 PM

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

Citizen Comment

Citizen comment is limited to three minutes unless given extra time by meeting chair
None 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. Ratify Proctor Policy
5. Ratify Procurement Policy

Megan asked to pull director's report.

Megan moved to approve consent items as they are, minus the director's report, Jill seconded motion. No dissentions.

Director's report:

Discussions about budget requests:

- Jill asked for clarification. She mentioned she liked ideas for music cd's.
- Teresa had a question about databases. Curious about wheather it will be dropped. Mango is the only thing we have at this moment if anyone wants to learn languages. Numbers are up, but not great. Teresa introduced Flipster and offered to provide information on what she has been researching. According to Teresa, Zinio seems to be worth the price.
- Teresa asked about meeting Natalie attended: Texas Digital Consortium's paper: Some of the libraries are leaving the consortia. Round Rock is dropping out of the consortia. We are locked into a three year contract. Donita reported that our overdrive does get used.
- Teen area growing; will need more shelves. 11 present at first teen night.
- Summer reading going beautifully.
- Expanded hours for staff. There had been some gaps with staff so won't have to change budget for year to cover staff.
- Brittany's report on foreign languages.
Language good job analyzing usage and demographics. Megan questioned the conclusion about not working differently to involve the Vietnamese population. Megan pointed out the Vietnamese population is 12%. Teresa reported that Round Rock doesn't have too many materials for Vietnamese, but they do have some materials for Hindi. It is difficult to find a good source and to get materials in good condition. For Chinese, they have a vendor that provides materials for them. Teresa reported that Pflugerville does collect Vietnamese. Teresa mentioned that they figured that they feel good about Pflugerville having Vietnamese, Round Rock having Hindi. Materials are offered in the area.
Megan wondered if people are not checking out materials because WB does not have good materials or because WB is not doing good outreach to those populations.
According to Megan children's Vietnamese books are circulating.

Donita asked for information on Teresa's contact to have them come speak with her: Tsai Phon-vendor that provides materials in Chinese.

Megan suggested contacting people in Houston.

Faye suggested contacting people from Vietnamese community to see what people read. French and Farsi are good to pursue; Vietnamese seems to be most necessary.

Faye offered to help set up a focus group for people who speak Vietnamese. Suggested having outreach for focus group be translated into Vietnamese and any comments in Vietnamese translated to English.

Action Items:

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

- There was not a meeting this month so not too much to report. There was an issue with the wine program from last year. The Daytripper guy did not get paid. Gus, called Teresa right before the meeting to update that Pamela was going to hand-deliver the money. Donita will follow-up.
- Donita asked if there was any update on the FOL proposal. Teresa reported that one of the members, Tracy, had been out searching for cabinets. Teresa has set up paypal account in an effort to move towards online purchases.
- Update on membership: Gus mentioned that people don't usually get anything for their memberships so not worth doing membership.
- Board changes: Pamela was not on the signature card as vice president, but no formal changes.

Discuss and take action on budget adjustments including additional funds for staff expansion/tuition, program extension, and furnishings.

- We do not need to approve the additional positions.
- We do have to do the tuition reimbursement. At this moment there is no other staff enrolled in school.

Megan motioned to approve tuition reimbursement and all budget adjustments included in director's report except for staff positions. Teresa seconded. No dissention.

Discuss and take action on financial issues to include TexPool and banking procedures.

- Megan asked that next time we do an accounting to project how much money we will have for next year, with the understanding it is just a projection and we can decide what we need to do (1 or 2 CDs).
- We had voted to purchase a CD for \$200,000 last meeting.
- Discussed making an additional mortgage payment and then in a few meetings look at making another.

Megan motioned to make an additional mortgage payment with the July payment; Faye second. No dissentions.

Call for a General Election in November to elect trustees to three positions.

Megan moved to call for a general election in November; Teresa second. No dissention.

Megan signed form which needs to be turned into Comptroller's office to be added to election. If there is no contention, we can cancel within a few days of election and there is no fee.

- The terms for Megan Sylvester, Jill Traffanstedt, and Faye Cormier are expiring this year.
- Last day to apply for a place on the ballot is 18 of August; have not posted days to retract.
- Anyone interested in a ballot spot they can ask for a form at the information desk.
- Donita will post. Typically, if someone is interested, they call Megan, however, since she is running someone needs to volunteer to answer questions.
Laura Gomez-Horton offered to be available to answer questions.

- Question from Faye: Would we ever have reason to increase board; can we have more than five members? Megan will look into what statute states.
- We are at large position. We don't run against each other; Have to live within voting district.

Discuss possible clarification in the personnel policy regarding sick time and/or conversion of sick time or vacation time to personal time.

- Sick time policy needs to be clarified. Donita has done some research and found that if you change everything as PTO seems easier, but people see it as vacation time and end up going to work sick so they don't use up "vacation" time. Personally believes they should leave sick time as is, but then you have to use vacation for "personal" matters.
- Megan would like it to read "household" members and "dependents."
- People discussed different scenarios, experiences, and how PTO and vacation are used at other places.
- There are two floating holidays. There is bereavement. Now they get two weeks of sick and two floating holidays. Donita is asking to give 5 PTOs.
- Will be effective January 1, 2015. Everyone earns sick/vacation/PTO at the same rate. Will call it 5 floating holidays/PTO
- Megan mentioned adding "dependent" opens it to even if your dependent doesn't live with you.
- Laura asked for definition of "dependent" to clarify.
- Faye asked to define "family unit" to make it more flexible.

Megan moved to amend definition in family sick leave section of personnel policy from immediate family member to household member and dependant; Faye second; Laura opposed.

Megan made a two part motion to strike two floating holidays and will add a section in personnel policy for personal days that will read "occasions occur when an employee must take time off from work that is not a vacation but is also not eligible for sick time, examples of such certain circumstances are car trouble, moving, and family emergencies. The employee who encounters and unforeseen emergency that necessitates taking personal time off will inform the manager on duty immediately and endeavor to find adequate coverage. Personal days are assigned at the beginning of the calendar year and expire at the end of the calendar year. There is no compensation for unused personal days. Employees are not eligible to use personal days during probationary period and must follow all procedures for appropriate coverage;" Teresa second; no dissention.

Third motion: Megan moved to have a total of five personal days (approximately) based on calendar year and Donita will work out math to determine what is accrued on an annual basis and will take 3 days from the current accrual rate for sick leave and any other time the words "floating holiday" are used in the personnel policy to be stricken and replaced with "personal days" . Faye seconded. No dissention.

Discuss and take action on potential changes to the meeting room policy to include:

- Donita mentioned there are several things that have been brought to her regarding the meeting rooms such as lack of parking, crowded breezeway. Another thing, folks in Wells Branch can't rent the meeting rooms on the weekend because we have large groups that have rented the rooms out every Saturday or every Sunday and they are not local and it kind of flies in the face of why we built the meeting rooms. Our meeting rooms are the least expensive option for someone who wants to rent for a birthday party, but that is why other groups rent them too.
- Donita reported that we have groups in the process of booking every Saturday and Sunday in 2015.

- Torn about doing anything about this since it does bring in revenue, but wanted to bring it up.
- Discussed options of: lowering the maximum number of attendees for non-library events in the meeting rooms during library hours to alleviate issues with parking; limiting months of possible rental at a time; limiting the number of high demand rental times that a single person or organization can reserve; requiring that payment come from the renter of record or organization.
- Donita reported we get about \$22,000 per year from room rental.

Break: 7:59

Resumed 8:04

- Discussed how groups have utilized space and how it might impact groups. Discussed possible ideas on making rooms more accessible to the public.
- Donita reported we have 2014 booked, but 2015 is not yet booked.

No recommendation at this moment. Will think about it further.

- Megan mentioned that Donita has right to ask people to keep breezeway clear. She reported that it has been better, but not the best it can be. Donita mentioned that some of the groups use the study rooms for the kids and this causes problems. Donita has brought it up with group, but this is cost effective for them. Faye mentioned she doesn't know if we can accommodate number of people. Donita has checked that fire code is not being broken, but mentioned that they are often moving around the library. Donita mentioned that there has not been a lot of demand, but has heard that the assumption is out there that the rooms are not available.
- Discussed how organizations book; therefore complexities with limiting rental bookings.
- Donita has looked at what other libraries do, but everyone is different.
- Donita shared a procedural change: Payment has to be made by "renter of record." Donita just wanted to let board know. There have been issues when someone wants for receive refund and is not the "renter of record." Renter has to be present to pay, but person paying can be different. Donita mentioned that people pay for a year.
- Recommend for Donita to add something to survey asking about people's interest in renting rooms.

No action taken.

Discuss and take action on bids for janitorial services.

- Donita's suggestions: Got bids from 6 companies. The best choice is the 3E Cleaning Company; not least expensive, but in the long run seems most economical and has a "family feel." Example, according to Karen "everytime you call you get the owners." Base of \$675/mth; Knight was \$643/mth and rased their rate even after they had not come for a month.
- Karen checked references

Megan moved to offer a contract to 3E Cleaning Company for one year with option to extend another year at the same rate. Teresa seconded. No dissentions.

1. Announcements by Board members
Megan mentioned that the library came through for Sunshine program which her daughter's attend. Had more people than they intended for their friends and family show. The library was very good about finding more chairs.
2. Future agenda items;
 - Need to schedule retreat

Should we do retreat in September? No staff out on the September 14 or the 28.

Retreat scheduled for September 14.

- Survey dates—Donita looking at having it out in August
- Bylaws
- Vision Statement—Donita would like to do vision statement at retreat

Next Board mtg. Sunday, July 27, at 3:00

Adjourned 8:34pm

Laura Gómez-Horton, Secretary

Date