Wells Branch Community Library Board

**February Minutes**

Call to order at 7:00pm with a quorum. Trustees present were: Faye Cormier, Jill Traffanstedt, Ralph Simon, Wanda Holcombe, and Matt Sims. Also present was library director Donita Ward.

**Citizen comment**: no citizen comment.

**Consent Items:** These may be approved collectively or individually.

1. Accept minutes.
2. Accept treasurer’s reports
3. FOL report- updated bylaws.

Still targeting August as the date to begin calendar sales. Looking to move the spring garage sale to September.

Ralph proposed a motion to close library for one saturday in September for Friends of the Library garage sale. Date to be determined.

Nothing actionable

4. Accept Director’s report.

Faye moved to accept the remaining the consent agenda, Matt seconded and the motion passed unanimously.

**Action Items:**

**Action item #1**

Update complaint policy. Minimal changes.

Wanda Made motion to accept the updated complaint policy. Matt seconded and the motion passed unanimously.

**Action items 2**

Discuss the Love Your Library Month reception to Feb 19th at 4pm. Discussed a trivia game during the reception. Discussed coming the day before or morning of to help decorate.

No action taken

**Action item 3 Request for proposal.**

RFP for emergency computer services- Jill made motion to accept the motion, matt seconded and the motion passed unanimously.

RFP for legal services-Ralph made motion to accept the RFP as presented, Jill seconded and it passed unanimously.

**Action item 4** discuss library interiors of Texas bids and any necessary budget amendments.

Jill made a motion to accept the $3200 bid for shelves in book sale area. Ralph Seconded and the motion passed unanimously.

Jill made a motion to accept the bid from Library Interiors of Texas for $17, 567.50 and moved for a Budget amendment to move funds from retained income to special improvements. Faye seconded and the motion passed unanimously.

**Trustee items-**

Next meeting April 12th at 7pm

**Matt moved to adjourn and Wanda seconded.**

**Meeting was adjourned at 8:04pm.**