

WELLS BRANCH COMMUNITY LIBRARY DISTRICT MINUTES
Sunday, November 13th at 2pm

Meeting was called to order at 2:04pm by Board Chair Megan Sylvester. Trustees Ralph Simon, Wanda Holcombe, Faye Cormier and Jill Traffanstedt were all present. Also present were Library Director Donita Ward and citizen Linda Malone.

Citizen Comment

Linda Malone, longtime renter and Wells Branch resident, expressed dissatisfaction that the library is no longer facilitating private rentals for the meeting rooms.

Consent Items:

Megan pulled the Director's report. Jill moved to accept the remaining consent agenda. Wanda seconded. Passed unanimously.

1. Accept minutes as distributed
2. Accept Director's report
3. Refer treasurer's report to audit

Action Items:

Megan took the chair prerogative to address the action items in a different order than posted.

1. (posted as item #3) Discuss and take action on new Meeting and Event Room Policy.

Megan moved to approve the new Meeting and Event Room Policy as amended. Faye seconded. Passed unanimously.

2. (posted as item #1) Discuss and take action on Friends of the Library items and activities.

Wanda distributed her report and expressed difficulty in getting all the information she requested. The board discussed having more group meetings with the Friends and having a staff representative attend FoL meetings to speak to programs and operations. Wanda made a motion to have more representation at FoL meetings. Jill seconded. Ralph abstained. Motion passed unanimously. Faye, Wanda and a staff representative will be attending the next FoL board meeting on Monday, November 14th. Going forward, Donita will attend the majority of meetings with the board liaison.

3. (posted as #4) Discuss and take action on changes to the Social Media and Records Retention Policies.

Megan reported that changes to Open Meetings and Public Information legislation have made it necessary for some trustee procedures to be adjusted. Trustees must discontinue use of personal email accounts and forward to Donita all library business correspondence currently in personal accounts. Donita will see that trustees are retrained in use of the library email system. There are no changes needed in the Records Retention Policy. Jill made a motion to accept the updated Social Media policy as distributed. Ralph seconded. Passed unanimously.

Break at 3:02pm. Resume at 3:05pm.

4. (posted as #5) Discuss and take action on year end celebrations and staff rewards to include budget adjustments if necessary.

In the past, the library has hosted a holiday open house in December. Instead, we will look at a similar offering, including solicitation of input about the Maker Space, in February to celebrate Love Your Library month. Megan made a motion to accept the transfer of \$10K from payroll wages to bonuses for Donita to distribute among other staff. Faye seconded. Passed unanimously.

5. (posted as #6) Discuss and take action on updates to the Personnel Policy and the HRA Policy.

Megan amended the suggested maximum mileage reimbursement for personal vehicles from \$100 to \$80. Holiday discussion was tabled until a community survey could be performed. Megan made a motion to accept the personnel and HRA policies as amended. Faye seconded. Passed unanimously.

Board went into executive session at 4:02. Meeting resumed at 4:10.

6. (posted as #7) Discuss and take action on the director's Annual Review.

Megan made a motion to approve the review and give Donita a 4% increase effective December 1, 2016 and a \$2K bonus to be distributed in the payroll when all other staff receive their bonuses. Faye seconded. Passed unanimously.

The next meeting is scheduled for Wednesday, December 7th at 6:30pm Backup meeting time/date is Sunday, December 11th at 5pm.

Future agenda items include the discussion of paid holidays for personnel policy, preliminary discussion of the February program, and possibly swearing in the new trustees.