

WELLS BRANCH COMMUNITY LIBRARY DISTRICT AGENDA
Monday, March 2, 2015 at 6:35 PM

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 citizen's 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. Accept Director's report
3. Refer treasurer's report to audit
4. Updated Patron Behavior Policy
5. Updated Patron Computer Use Policy
6. Updated Safety Policy

Donita clarified changes that were made to safety policy such as: a. putting everything having to do with people on one page and everything having to do with safety on another; b. closing the library to the public if power outage continues for more than 20 minutes rather than closing immediately; c. regarding power outages, first, checking to see that the red handle is in the "UP" position on the large unit outside next to the staff entrance; d. using Apollo for off-line check out; e. regarding bomb threats to write down the information as soon as possible; f. changed the contact person for computer related emergencies because they changed technicians; g. regarding evacuation, the reference to the field of the charter school was changed since the school is no longer there.

Megan suggested adding "or at the discretion of the director" to the ...20 minute power outage statement.

Megan moved to approve consent agenda with one addition to safety policy. Theresa seconded. No dissensions.

Action Items:

1. Discuss and take action on Friends of the Library items and activities.
 - Tax 990 items are complete
 - Theresa reported there is a new member on the board of the FOL, Joan Mead is the new member at large; Gus is president, Tracy is Vice-President, Joy is Secretary, Theresa is treasurer
 - Chocolate appreciation event went well.
 - Donita and Gus discovered they do not have to get a food permit all the time when sponsored by the FOL.
 - Garage sale is coming along. Sale of spots are zooming along through paypal. Trying to make it more community oriented, invited Kona Ice to be there, as well as non-profits .
 - May 31 there will be a presenter, Lora Tucker Kaasch will be speaking about auto immune diseases.

No items to take action on.

2. Discuss and take action the updated Vision Statement.

Donita mentioned that the vision statement committee went through all the notes from the workgroups at the retreat and follow up meetings and reported having gone back and forth on making it into two sentences.

The vision statement committee's proposed new vision statement is:

We enrich and engage our community with a friendly environment of information services and resources, where everyone is welcome to experience the joy of learning, the empowerment of literacy, diverse entertainment, cultural appreciation, lifelong curiosity and continual growth opportunities.

Megan suggested beginning sentence with "Wells Branch Community library enriches and engages..." and starting a new sentence at "Everyone is welcome..."

Jill motioned to accept new vision statement with changes. Theresa seconded. No dissensions.

3. Discuss and take action on the 2015 Summer Camp proposals.

Did not have any summer camp proposals. Megan suggested we move item earlier on the calendar to discuss in November to get ahead next year.

4. Discuss and consider paid subscription databases.

Donita reported they looked at resume maker and looked at the resume section in career accelerator of learning express and stated that the people in the resume workshops preferred learning express so they will not be getting resume maker. She reported that the library will get Tumble books on a six month subscription to see how much people like it. She reported she has sent feelers out for Flipster and will get information.

Donita mentioned having included Mango's usage in director's report, however it doesn't come up for renewal for a while. She will check into which languages Mango is offering now besides the six or everything language packages they originally offered.

No action necessary.

5. Discuss and take action on reallocating spaces in the main library to accommodate a second office.

Donita mentioned that after speaking with various people they believe converting the 3 private study rooms into a large work space for patrons and using the separate ADA study room for office space is the best solution. She mentioned that this would also resolve issues that have occurred with study rooms (ex. Children being left alone, etc.). Might need a few new furniture pieces.

Donita will get a quote and hopes to be able to get this done during the inventory day.

Megan motioned to go out for bids to change the spaces (knocking out alcove space). If space cannot be changed, they will look into other options. Faye seconded. No dissensions.

Megan amended original motion to include approval of bid by Megan and Faye to be able to get it approved before next board meeting. Faye seconded. No dissensions.

6. Discuss and take action on facility maintenance issues including dry pendant inspection service for fire sprinkler system, sprinkler system pump, and maintenance/repairs of flooring.

Dry pendant inspection: Donita reported that North Star will be doing job based on their original bid. **No action necessary.**

Sprinkler system pump: Donita reported having two bids; one seeming more complete than the other and would like to look further into it.

Megan made a motion that if upon further review the pump is in danger of breaking Megan and Faye will be able to approve before next board meeting. Faye seconded. No dissensions.

Donita reported that for maintenance/repairs of flooring would be \$1175 without cleaning the cork floors and \$1375 to include the cork.

Megan made a motion to approve the flooring maintenance/repairs for \$1175 and \$1375. Faye seconded. No dissensions.

7. Discuss and take action on painting the interior of the main library to include closure.

Donita is proposing closing library to do painting, May 25 through May 28 around Memorial day.

Megan motioned to approve closure of the library for May 25-28 to include approval to close an extra day in case it is necessary on either side for unexpected contingency. Theresa seconded. No dissensions.

Director's report discussion:

- Have begun sending out email reminders when people get new library cards.
- Annual report is done and ready for Megan to sign.
- Summer reading is all planned.
- Have 3 grant applications in process.
- Trying to figure out how many people to get to Texas Library Association annual conference. Donita reported the issue is how to have managers attend since they are needed at the library. According to Donita TLA is 4 days; April 14-17. Discussed possibilities of how to get the most people to attend based on coverage.

Trustee items:

1. Announcements by Board members;
Theresa showed a flyer about launch pad for kids (Playaway company) which are preloaded apps on a tablet where people cannot get to other unapproved apps. Theresa reported RR will be getting 30 to try out. She agreed to report back on their experiences.

Megan looked last week and there doesn't seem to be anything affecting library through the legislation. Donita has not heard any reports from the person who was watching legislation. Megan asked to have reports forwarded to her.

2. Future agenda items;

WBCLD ByLaws

Regarding room security deposits: Will look into holding people's credit cards.

Audit report will be due to the bank around the second quarter. Auditor should be coming in soon.

Will tentatively schedule meeting for Sunday, April 26 at 3:30 (or later) with Wednesday, April 22 or Wednesday, April 29 at 6:30 as contingent on auditor's availability.

Adjourned 7:47

Laura Gómez-Horton, Secretary

Date