

**WELLS BRANCH COMMUNITY LIBRARY DISTRICT AGENDA**  
**Tuesday, June 2, 2015 at 6:20 p.m.**

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

**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. Accept Director's report
3. Refer treasurer's report to audit

Megan asked to move long range plan item first to have discussion and then other action items. Also asked to pull director's report since it includes some of this information.

***Megan moved to approve minutes and consent items with exception of director's report. Faye seconded. No dissentions***

**Action Items:**

1. Discuss the Long Range Plan and Collection Development Plan.
  - Megan asked for Donita to prioritize and create a timeline for the goals listed.
  - Donita also mentioned that she would like to have an image audit which is not on the draft of the plan. She mentioned that there is not a cost associated with it.
  - Donita agreed we do not have anything on a critical list that needs to be done before the end of the year.
  - Regarding circulation goals, Donita explained Texas Library Association standards that are considered enhanced and exemplary. Donita will put together a list of items that she would like to see to keep us at exemplary standards. Donita believes that we could improve in circulation hours, board training, and would love a digital services library. Donita believes we are exemplary in most categories and are not below enhanced in anything. She will put a list together on what she would like to see improve.
  - Donita mentioned wanting to do a collection survey separate from the larger survey typically completed. She stated she would ideally like to split up the larger survey into smaller sections. Agreed to start with collection survey.
  - Regarding program and services discussed possibility of homebound delivery service for residents of the district and tutorials on accessing services via internet. Donita explained "MakerSpace" as a way people could try new skills such as sewing, car care, etc. Donita will make a list of ideas for this program.
  - Regarding personnel, Megan suggested adding numerical measurement (ex. Everyone will have X amount of hours per year). Donita mentioned this is usually included in individual plans such as requiring people to complete the Alternative Basic Library Education on-line.
  - Regarding need for hiring a full-time digital services librarian to manage the computers, provide staff and patron training, and oversee the library's website and social media. Donita will put a time-line on request.
  - Regarding budget, Megan asked to change 6 months reserve to 9 months. Donita will look into what policy states. Megan brought up that within the long range plan of the facilities

there was no mention of computer room or room addition, etc. which has been discussed. Donita suggested doing a survey to see what people needed.

- Donita mentioned that she had not run draft of plan through staff. Donita will do that and work on timelines before bringing back to board.
- Discussion regarding Collection Development Plan: Megan shared concern that estimate for population growth might be underestimated. Also, possibly an underestimated digital needs. Donita will share this plan with staff and put questions together for survey.

***No action.***

### **Discussion on director's report**

Donita mentioned that there is the possibility that she might lose someone else because a part-time person is looking for full-time work.

Megan discussed that once construction is done in community, sales tax revenue might decrease.

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

Theresa reported that in May was the property tax event. Over 70 people attended and the FoL received about \$90 in membership.

Had 12 total participants at Auto-Immune Disease presentation.

Theresa met with Donita to discuss FOL's request to include events on library calendar. Theresa has not reported back to FOL.

Library created a form for requesting funds from FOL.

FOL sponsored event (Murphy) on June 28 at 4:00 p.m. Asked if actor would do a meet and greet for members only.

3. Discuss and take action on paid subscription databases.

Theresa explained Novelist since RR library uses it. Mentioned that it pulls all titles by the author and other items you might like that are similar (only those that are in the library's collection).

***Megan motioned to try a Flipster Digital subscription to the magazines listed below for 6 months to start in September 2015. Theresa seconded. No dissentions.***

Popular science, Mental floss, Consumer Reports Buying Guide, Men's health, Real Simple, Shop Smart

***Megan motioned to do a 6 month trial for Novelist. Faye seconded. No dissentions.***

***Megan motioned to take a five minute break. Faye seconded. No dissentions.***

4. Discuss and take action on reallocating spaces in the main library to accommodate a second office to include budget adjustments.

Donita mentioned that there have been no changes to budget so there is no request.

**No action.**

5. Discuss and take action on meeting room issues to include any necessary updates to the pricing, policy, and/or rental agreement.

From Donita's director's report discussed:

- Suggested a processing fee to help us to recover administrative costs associated with taking and refunding money.
- Discussed possibility of non-refundable deposit or cancellation fee.
- Refund security deposits to the credit card that paid them. This would save on paperwork and ensure that the money went back to the right account.
- Require potential renters to make an appointment to do the paperwork with a manager, ensuring that there is time to go over everything. This will be a procedural change.

**Megan motioned to add a \$20 cancellation fee (per cancellation) for renters and refund security deposits to the credit card that paid them. Faye seconded. No dissensions.**

6. Discuss and take action on base compensation for part time staff.

Megan mentioned that she is supportive of a \$.75 cent raise for part-time staff and then revisit in October to request another raise in January.

**Theresa made a motion to increase wages by \$0.75 for permanent part-time staff to start at the next pay period with the exception of those on probation. Jill Seconded. No dissensions.**

7. Discuss and take action on facility maintenance issues.

None to discuss.

Based on previous discussions over director's report:

**Megan moved to accept director's report. Theresa seconded. No dissensions.**

8. Discuss and take action on making additional payment(s) to the mortgage.

**Megan motioned to make an additional payment to the mortgage (one payment towards the principle and add to operating budget this year). Faye seconded. No dissensions.**

9. Discuss and take action on adjustments to the operating budget.

**Done as part of prior motions. Donita will make adjustments to budget as necessary.**

**Trustee items:**

1. Announcements by Board members;

- Will have to call an election the end of July.
- Laura announced she will be part of the Wells Branch Elementary PTA board. Discussed any possible conflicts and abstaining from voting related to school activities.

2. Future agenda items;

- Look into how to assist and partner with community public schools.
- Retreat date and facilitator suggestions.
- Call election

**Next meeting: Wednesday, July 22 at 6:30.**

**Adjourned 8:40**

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**Laura Gómez-Horton, Secretary**

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**Date**