

WELLS BRANCH COMMUNITY LIBRARY DISTRICT AGENDA
Sunday, November 15 2015 at 1:10 PM

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

Citizen Comment

Citizen comment is limited to three minutes unless given extra time by meeting chair

No citizen's present other than those being sworn in as new trustees.

Ralph Simon

Wanda Holcombe

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 pull the director's report for discussion.

Megan made a motion to approve the consent agenda. Theresa seconded. No dissentions; passed unanimously.

Action Items:

1. Administer Oath of Office to new trustees.

Donita provided Oath of Office for new trustees. Wand Holcombe and Ralph Simon read and signed their oaths. Jill signed as well. Megan thanked Theresa and Laura for their participation on the board.

2. Elect officers for trustee positions.- moved to after item #3

Megan took the chair's prerogative to discuss item #3 next. This would allow Theresa to report before she had to leave for another commitment.

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

There are 28 current members of the FoL. They are hosting more DIY workshops and possibly redesigning the logo. There was discussion of the Polar Express Pajama Party and a volunteer's concerns about a performer that were recently brought to the library's attention. Theresa suggested that we stay with the contracted performer in 2015 because of the late date but consider other options going forward. Faye suggested developing a reporting system for the FoL to inform the library about things in a timely manner going forward. Donita reported that there were no parental complaints about the performer and that there is a manager in the room at all times. We will circulate a patron satisfaction exit survey after the program as well. No action taken.

2. Elect officers for trustee positions.- moved to after item #3

Megan asked for nominations. There was a great deal of discussion about the responsibilities of each position. Ralph asked if the FoL Liaison was necessarily the FoL treasurer as well. Wanda mentioned a desire to be FoL Liaison. There was great hesitancy from all trustees to serve as secretary because of taking minutes. It was determined that transcribing the minutes will be assigned to a staff person. Jill makes a motion that the officers are Megan as President, Faye as Vice President, Jill as Treasurer, Ralph as

Secretary with redefined roles, and Wanda as FoL Liaison. Faye seconds. No further discussion. Passes unanimously.

4. Discuss and take action on facility maintenance issues to include budget amendments if necessary.

No action taken

5. Discuss and take action on the Collection Development Plan and Policy.

Documents are mostly unchanged from last month's proposals. Megan made some legal language changes to the CD Policy and Plan that did not change anything substantively. Megan moved to approve CD Plan and Policy as amended, Faye seconded, no further discussion, passed unanimously.

6. Discuss and take action on the Long Range Plan.

Discussed in tandem with item 10. The Long Range Plan will be approved along with a corresponding Strategic Plan and Draft Budget.

Megan expressed gratitude to Donita for the format she developed and presented that ties the Long Range Plan to the Strategic Plan and Budget.

There was discussion about the staff work spaces in particular and how that would be accomplished. Donita reported that there is a library designer coming out in the next week to discuss options for re-working the space in the workroom and creating efficient storage in the fire room for overflow. If there is need for additional budget on that topic, it can be reallocated at a later date from retained income.

There was also discussion about the digital library, the cost of those materials, the difference between consortium and advantage titles, and the life span of digital items. Series fill is a focus of collection development right now across the formats as many earlier titles in popular series have gone out of print. Megan expressed an interest in expanding the travel section as well.

Donita was asked to summarize the difference between the two versions presented. The difference pivots on the Digital Service Librarian and associated staffing and program costs. There was discussion concerning the salary that should be offered to attract an expert in the field.

The meeting adjourned for a break at 2:25pm and came back into session at 2:35pm.

Resume discussion of agenda action item 6 combined with action item 10

Ralph asked for clarification about the library's capital assets and bookkeeping methods. Megan asked if there were any other significant changes to the draft budget from what was submitted at the October meeting. Donita reported no substantive differences.

Megan moved to approve the Long Range Plan, Strategic Plan and 2016 budget version(s) 2 that include a Digital Services Librarian in 2016. Jill seconded. No abstentions or negations; unanimous approval.

7. Discuss and take action on the annual holiday open house.

Donita reported that invitations are ready and the music is confirmed. The invitation list was discussed. Many suggestions were made and it was determined to discuss significant expansion of the guest list for next year. Catering was also discussed. Faye offered to decorate. No action taken.

8. Discuss and take action on updates to the WBCLD ByLaws

Annexation language has been clarified and outdated information removed. Faye asked for clarification about the Director's performance review as pertains to Article 3 section 2 letter d, specifically whose responsibility it is to perform the review. Ralph expressed preference that all trustees have input into the review. Jill remembered a year when Megan passed out forms for all trustees to complete. Faye asked that two trustees perform the review.

Faye moved to add the following sentence to Article 3 section 2 letter d: "The director's review will be

conducted by the President and Vice President or another trustee as determined by the board.” Jill seconded. Megan asked for a friendly amendment, to approve the updated bylaws as distributed with addition of the sentence in Faye’s motion. Faye approved the friendly amendment. No dissensions; Passed unanimously.

9. Discuss and take action on updates to the Personnel Policy and Health Reimbursement Policy.

Megan asked to move the Personnel Policy to January to allow for review of any updates to legal language.

Megan made edits to the HRA policy to include updating the dates, confirming the \$500 per person limit, and addition of the words, “or as otherwise allowed by the IRS.” Megan moved to approve paid January 1 holiday and HRA policy at \$500 per person with the additional language ‘unless otherwise restricted by the IRS’. Jill seconded. No dissensions, passed unanimously.

10. Discuss and take action on the Draft 2016 Budget.- Approved with action item #6.

Trustee items:

1. Announcements by Board members;
 2. Future agenda items;
- Next meeting scheduled for Sunday, January 3rd at 1:30pm. Agenda items will include the Personnel Policy and Director’s Review.
 - Wanda asked if there could be a courtesy orientation for new trustees. Donita offered to meet with them this week for updates and Q&A. Meeting scheduled for Thursday 11/19 at 2pm.

Adjourned at 3:15pm.