

**WELLS BRANCH COMMUNITY LIBRARY DISTRICT AGENDA**  
**Tuesday, October 20, 2015 at 6:20 PM**

**Quorum:** Theresa Faris, Laura Gómez-Horton, Faye Cormier Staff: Donita Carlquist-Ward

**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. Accept updated circulation policy
5. Accept updated procurement policy

Megan called executive session under 551.074 personal matters. No action was taken.

Megan asked to pull procurement policy. Theresa asked to pull circulation policy.

***Megan moved to accept consent items with the exception of items pulled. Faye seconded. No dissentions.***

Circulation policy discussion

Suggested addition of specifying "physical materials" in circulation policy. Theresa asked regarding any issues with people not picking up things up when on reserve and questioned limit of 40 reserve items. Donita mentioned that there is not an issue.

***Theresa motioned to approve the circulation policy with addition of language suggested. Faye seconded. No dissentions.***

Procurement Policy discussion

Megan made a few grammar changes and in section IV. Additional Policies When Using Federal Funds to Purchase changed "as defined in OMB Circular A 1-29" to "as required by OMB Circular 2 CFR 200"

Megan suggested changing \$1500 to \$2000 in various areas of the Procurement Policy as the limit to guide approval, documentation and procedure process.

***Megan moved to approve procurement policy with suggested changes. Theresa seconded. No dissentions.***

Action items:

1. Discuss and take action on Friends of the library items and activities.  
Jay is stepping down and they are looking to approach others to join. Megan would like to get input from FOL for budget and asked Donita to invite Gus to discussion and send him materials before.

***No action needed.***

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

Received landscaping estimate of \$1300 including materials and labor.

There is sufficient money in the budget.

***No action needed.***

3. Discuss and take action on allocation of additional funds to purchase soft seating for the foyer area.

Library Interiors of Texas came out and drew up schematics and cost. Fabric has life-time warranty. Items include tables, chairs, sofas, comfy chair with desk table, magazine display unit, etc. Quote: \$23,816.

Donita mentioned that there is \$12,500 remaining in special improvement/furnishing line item so they will need another \$12,000.

Mentioned that they will move furniture from the front to the back to replace that furniture.

***Megan motioned to increase sales tax line item to \$12,000 to then move \$12,000 to the special improvement/furnishing line item. Faye seconded. Faye asked to amend to \$15,000.***

***Megan accepted and moved to put \$15,000 into sales tax revenue category to be moved to special improvement/furnishing line item in 2015 budget.***

***No dissensions.***

4. Discuss and take action on medical insurance for full-time personnel.  
Donita mentioned that she received a quote from TML that is less than what they are paying now. She mentioned that it can be in place by December 1, 2015 or extend Etna for 1 month.

***Megan motioned to switch health insurance to TML by December 1, 2015 and request a 13 month contract, but if not possible then have 12 month contract. Theresa second. Faye abstained. No dissensions.***

5. Discuss and take action on long range plan.

Donita discussed long-range plan including separating e-readers, not adding little library, etc.

Megan mentioned that she would be unable to vote unless able to see cost and priorities. She mentioned wanting to see more details for a 5 year plan with 1 year budget.

Donita mentioned needing a budget to be able to go to State Library for accreditation and suggested making whatever changes need to happen to current document and then work on 2016-2017 budget.

Donita will have something by next meeting on November 15 with more detail. Board will give Donita feedback on language which she will incorporate.

*No vote at this time. Will wait for long-range plan that will go to State Library and 2 year strategic plan.*

6. Discuss and take action on the Collection Development Plan and updated Collection Development Policy.

Megan asked to hold off on CDP and CD policy to be able to work more on language in the Constitutional Protection section.

7. Discuss and take action on the Technology Plan.  
Donita mentioned that the technology plan was unchanged from the retreat. Faye asked if Donita could look into figuring out how to make technology more compatible with Apple products. Donita mentioned that she will ask someone to work on it.

***Megan motioned to approve the Technology plan. Theresa seconded. No dissentions.***

8. Discuss and take action on the Draft 2016 Budget.  
Donita discussed increase in internet speed and bump in salaries based on individual merit ex. Staff person getting MLS. Based wages on fair market value- averaged about 5% in effect raising base pay to \$10.50. A new person would start at \$10.00.

Megan shared thought that 5% was high, but based on historical changes we are okay as long as people know not to expect 5% annual raise.

Board suggested looking at one time items.

***No action.***

9. Discuss and take action on the annual holiday open house.  
Discussed doing holiday open house again. Faye suggested we look at the dates since there was a lower turn out last year. Donita will look at area calendars to see if there are any conflicts.
  
10. Discuss and take action on updates to the WBCLD By Laws.  
Donita mentioned that she was looking at by-laws to see what reason existed as to why the director could not have signature on bank account. She mentioned that at times it may be necessary when board members with signature authority are not available. Discussed reasons why director does not have signature authority. Decided this area needs more research and see what options bank might provide (ex. To give director access to account, but not signature authority).

Other issue with by laws: -Donita mentioned that CTLS rep is still in by-laws, but there is no longer a CTLS rep. -There is language regarding living within district. -Section on Operation of library and Program; will remove program language—Regarding grants, Donita asked if director could sign contract. Megan will work with Donita to determine language.

Trustee items:

1. Announcements by Board members  
Fire prevention week  
Meetings for redistricting schools
2. Future agenda items  
Long-range plan  
Wording on By-laws  
Wording on CDP and CD

**Next meeting: November 15, 2015 at 1:00.  
Adjourned at 8:10**