

WELLS BRANCH COMMUNITY LIBRARY DISTRICT AGENDA
Sunday, April 17th at 1pm

Meeting was called to order by Megan Sylvester at 1:07pm

Trustees Present: Megan Sylvester, Faye Cormier, Wanda Holcombe, Jill Traffanstedt, Ralph Simon

Also Present: Donita Ward (Library Director), Kitty Ripley (Auditor)

Citizen Comment: none

Megan Sylvester used the chair's prerogative to move Action Item #3 to the beginning of the meeting. Kitty Ripley reported that the audit firm of West Davis gave the Wells Branch Community Library District a clean audit report, which is the best report. The library is in a very good financial position. Megan asked for clarification about the sales tax adjustment, which was standard and expected. Megan made a motion to accept and approve the annual report as delivered by West Davis and Company. Jill seconded. Motion passed unanimously.

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 updates Safety and Disaster Policy

Megan pulled item #4, Safety and Disaster Policy, for review. Megan moved to approve the remainder of the consent agenda. Faye seconded. Motion passed unanimously.

Discussion of the Safety and Disaster Policy was focused on recent Open Carry legislation and how that applies to persons using the library facilities, specifically groups that rent the meeting rooms. Donita will ask the Wells Branch Municipal Utility District and the Texas State Library and Archives Commission for any guidance on interpretation of the law for this situation. Wanda made a motion to approve the Safety and Disaster Policy as distributed. Megan seconded with the amendment that Donita look into the open carry matter as it's handled by the State Library and MUD. Motion passed unanimously.

Action Items:

1. Discuss and take action on Friends of the Library items and activities.
 1. Wanda gave a report of FoL activities. No action taken.
2. Discuss and take action on facility maintenance issues to include budget amendments if necessary.
 1. No impending or recent repairs that require action.
3. Discuss and take action on annual report from auditor.
 1. See above.
4. Discuss and take action on library closure and budget adjustments for remodel of workroom.
 1. To remodel the workroom will require closure of at least two days. To complete the work before summer reading would be a rush on ordering and securing the fixtures and may not allow for adequate time. Megan made a motion to close the library for two days in August after summer reading for the remodel and approve the budget amendment as requested in the director's report. Faye seconded. Motion passed unanimously.
5. Discuss and take action on changes to the meeting room policy to address renters and open carry legislation.
 1. No action taken.

Trustee Items:

1. Announcements by Board Members
 - a. Discussion of the digital services librarian position and other staffing and technology concerns
2. Future Agenda Items

- a. Look at extraordinary expense items, specifically those that were discussed in conjunction with the strategic plan and those that were postponed
 - b. Social Media and Proctor Policy are due for review
 - c. Meeting Room Policy is due for review
3. Next meeting is scheduled for Sunday June 12 at 2pm. Backup meeting date is Monday June 13 at 6:30pm. Jill will bring the food.