

WELLS BRANCH COMMUNITY LIBRARY DISTRICT MEETING MINUTES
Sunday, August 7th at 2pm

Meeting was called to order at 2:08pm by Megan Sylvester. A quorum of trustees was present.

Present: Megan Sylvester (trustee), Faye Cormier (trustee), Jill Traffanstedt (trustee), Ralph Simon (trustee), Wanda Holcombe (trustee), Donita Ward (library director) and Vicky Hahn (citizen).

Citizen Comment

Vicky Hahn asked that the library allow display and distribution of the Lifetime Learning Institute brochures. She had been denied by library staff based on the Public Posting Policy. Megan explained that the board could not take action on her request because it is not a posted agenda item, but that the policy could be reviewed at the next regular meeting.

Consent Items:

1. Accept minutes as distributed
2. Accept Director's report
3. Refer treasurer's report to audit

Megan pulled the director's report. Jill moved to accept the remaining consent agenda items. Wanda seconded. No further discussion, motion passed unanimously. Donita reviewed and answered questions about the director's report. Megan moved to accept the director's report. Jill seconded. Motion passed unanimously.

Action Items:

1. Discuss and take action on calling the election for three trustees to be held on November 8, 2016.
 - Jill made a motion to call for an election of three trustees to be held on November 8, 2016 and to authorize Donita to cancel that election if there are not more eligible candidates than available positions at the filing deadline. Wanda seconded. Motion passed unanimously.
2. Discuss and take action on Friends of the Library items and activities.
 - Wanda gave a report. No action taken.
3. Discuss and take action on facility maintenance issues to include budget amendments if necessary.
 - Megan moved to approve the expense to replace the remaining light fixtures in the lobby up to \$3000. Ralph seconded. Passed unanimously. No budget adjustments needed.
4. Discuss and take action on additional mortgage payments to include budget adjustments if necessary.
 - No action taken at this time. This topic will be discussed again after the retreat.
5. Discuss and take action on long term planning for the meeting room facilities to include possible allocation of funds for professional consultation if necessary.
 - No action taken at this time. This topic will be discussed again after the retreat.
6. Discuss updates to the satellite collection program
 - Information only. No action taken.
7. Discuss and take action on library closure and budget adjustments for remodel of workroom.
 - No action taken.
8. Discuss and take action on new Card Security Policy.
 - No action taken.
9. Discuss and take action on changes to the meeting room policy.
 - No action taken.
10. Discuss and take action on the annual planning retreat scheduled for September 11, 2016.
 - Donita will arrange for an open order at Jason's deli, to be delivered at 1pm.
 - There will be a welcome speech at 1:30, followed by a getting-to-know-you activity.
 - The main workshop will be delivered by the Employee Assistance Program and is titled 'Keeping your cool, even when others don't'. It will go from 2pm-3:30pm.
 - At 3:30 there will be a cookie break.
 - 3:45 Donita will give a very short 'state of the library' presentation to include recent extraordinary expenditures and projects and the strategic and long range plan goals for the

upcoming year. Open discussion will follow about priorities and projects to fund with additional monies.

- Evites will go out to staff, trustees, level 3 volunteers, the MUD board and management, WBNA board, and FOL board and membership. Those that RSVP will be given the option to order lunch.

11. Discuss and take action on E-Reader borrowing policy and procedure.

- Moved up to #9. Discussion was based on making clear the financial responsibility on the borrowing agreement. Donita will adjust the form as suggested. Megan made a motion to accept the policy, procedure and borrower agreement as adjusted. Wanda seconded. Passed unanimously.

Trustee items:

Announcements by Board members

- The next posted meeting will be the annual planning retreat on September 11th at 1pm.
- The next regular meeting will be on Sunday, October 9th at 2pm.

Future agenda items

- Meeting room plans, possible remodel, possibly discontinue rentals
- Extra principal payments to the mortgage
- Public Posting Policy
- Card Security Policy/ PCI Compliance
- Automatic Opener for the Front Door
- Possible purchase of an AED machine

Meeting was adjourned at 3:44pm.