

**WELLS BRANCH COMMUNITY LIBRARY DISTRICT AGENDA**  
**Monday January 8, 2007 at 7:00 p.m.**

**TO: THE BOARD OF TRUSTEES OF THE WELLS BRANCH COMMUNITY LIBRARY DISTRICT AND  
TO ALL OTHER INTERESTED PERSONS:**

Notice is hereby given that the Board of Trustees of the Wells Branch Community Library District will meet at 15001 Wells Port Drive for the following:

1. Receive citizen input on issues (speaker limit 5 min).
2. Receive committee reports to include operations, facilities, technology, volunteer/ FOL, fundraising /grants, by-laws, records management, collection development plan, computer management software.
3. Receive Director's/ staff report to include children's programming, library usage statistics, status of meeting rooms, collection development status, training, web site, volunteer status, fines status.

**Consent Items:**

(These items may be approved collectively or individually. Any of these items may be pulled for discussion upon the request of any Board member.)

1. Accept Minutes as distributed.
2. Refer Treasurer's report to audit.

**Action Items:**

1. Discuss and consider financial matters to include adoption of FY07 budget items.
2. Discuss and consider technology issues to include computer management software, and contract for computer technician.
3. Discuss and approve contract for 2006 audit.
4. Discuss and consider review of Library Director and 2007 pay rate.
5. Discuss and consider revisions to the records management program to include exceptions /exemptions.
6. Discuss and consider reference policy, marketing policy.
7. Discuss and consider marketing proposal.
8. Discuss proposal from Director related to statistics.
9. Discuss election issues and approve contract renewal for conduction of election with Travis County.

**Trustee items:**

1. Announcements by Board members;
2. Future agenda items;

All of the above items are subject to action by the board. January 3, 2007.

Dianne Koehler  
President, Board of Trustees

The Library Board may retire to executive session any time between the meeting's opening and adjournment for the purpose of consultation with legal counsel pursuant to Chapter 551.071 of the Texas Government Code; discussion of personnel matters pursuant to Chapter 551.074 of the Texas Government Code; and/or real estate acquisition pursuant to Chapter 551.072 of the Texas Government Code. Action, if any, will be taken in open session.

**Wells Branch Community Library  
Board of Trustees Meeting  
January 8, 2007**

The meeting was called to order at 7:05 pm. Board members in attendance were: Dianne Koehler, Lois Kantor, Nancy Larrinaga and Kathleen Williams. Paul Vancil was absent. Donita Carlquist and Daniel Berra, library staff, were present. There were no guests.

**Reports**

Committee reports and the Director's reports were received and accepted as distributed.

**Consent Items**

August, November, December 2006 minutes were approved. The Treasurer's report was referred to audit.

**Action Items**

FY 07 Budget: Ms. Koehler moved that the Board adopt the FY07 budget as distributed. Ms. Larrinaga seconded the motion, which passed.

Technical/Computer Issues: Ms. Koehler stated that the Library has retained Sam Hosseini to work on computer problems. The Library will observe his work for a month or so before establishing a contract, to determine the number of work hours needed.

The Board recommended that the staff place signs near/on all the computers reminding patrons that as of 2//1/07, a library card would be required for computer use.

The Board discussed the possibility of establishing a 3-year renewal period for library cards. No action will be taken until the new library software is running. The Board also decided to place a lower age limit of 5 years on obtaining a library card, not to be retroactive.

Contract for 2006 audit: Ms. Koehler moved that the Board approve the contract to retain the Montemayor firm for the 2006 audit. Ms. Kantor seconded the motion, which passed.

Library Director 2007 Salary: Ms. Koehler moved that the Board accept the recommendations of the Human Relations Committee regarding the Director's review and pay increase. Ms. Larrinaga seconded the motion, which passed.

Records Management Program: Discussion postponed until next month.

Marketing Policy: Ms. Larrinaga is to contact the chosen applicant for internship and set up a meeting with the applicant, herself and the Library Director. A statement of goals will be available for discussion next month.

Reference Policy: A reference policy framework has been developed. It will be reviewed for finalization before the next Board meeting.

Library Statistics: The Director presented various options and the Board discussed the pros and cons of different methods of obtaining an accurate gate count of patrons. The current method (hand count) is problematic because of inaccuracies and time constraints. No decisions were made. The subject will be discussed again at the February Board meeting. There was also a discussion about changing to more standard library hours of operation in the future.

Elections: Two Board positions will be up for election in May. Ms. Koehler moved that the Board approve signing the necessary documents to conduct the election processes with Travis County. Ms. Williams seconded the motion, which passed.

With no further business to discuss, the meeting was adjourned at 8:40 pm.

Respectfully submitted,

Lois Kantor  
Secretary

**WELLS BRANCH COMMUNITY LIBRARY DISTRICT AGENDA**  
**Monday February 12, 2007 at 7:00 p.m.**

**TO: THE BOARD OF TRUSTEES OF THE WELLS BRANCH COMMUNITY LIBRARY DISTRICT AND  
TO ALL OTHER INTERESTED PERSONS:**

Notice is hereby given that the Board of Trustees of the Wells Branch Community Library District will meet at 15001 Wells Port Drive for the following:

1. Receive citizen input on issues (speaker limit 5 min).
2. Receive committee reports to include operations, facilities, technology, volunteer/ FOL, fundraising /grants, by-laws, records management, collection development plan, legislative issues, computer management software.
3. Receive Director's/ staff report to include children's programming, library usage statistics, status of meeting rooms, collection development status, training, web site, volunteer status, fines status.

**Consent Items:**

(These items may be approved collectively or individually. Any of these items may be pulled for discussion upon the request of any Board member.)

1. Accept Minutes as distributed.
2. Refer Treasurer's report to audit.
3. Accept resignation of trustee Paul Vancil.

**Action Items:**

1. Consider appointment of Ray Kurtz to vacant trustee position.
2. Administer oath of office to new trustee.
3. Discuss and consider financial matters to include investment policy and investment changes and audit.
4. Discuss and consider technology issues to include computer management software, and approval of contract for computer technician.
5. Discuss and consider 457 retirement plan issues to include reauthorization of documents.
6. Discuss and consider revisions to the records management program to include exceptions /exemptions.
7. Discuss and consider reference policy, marketing policy, and changes to statistics.
8. Discuss election issues to include approval of contract for conduction of election with PISD and RRISD and authorization to submit request to justice department of changes in early voting hours and location.
9. Discuss issues related to TLA.
10. Approve contract with APS for change of agreement for copier.

**Trustee items:**

1. Announcements by Board members;
2. Future agenda items;

All of the above items are subject to action by the board. February 5, 2007.

Dianne Koehler  
President, Board of Trustees

The Library Board may retire to executive session any time between the meeting's opening and adjournment for the purpose of consultation with legal counsel pursuant to Chapter 551.071 of the Texas Government Code; discussion of personnel matters pursuant to Chapter 551.074 of the Texas Government Code; and/or real estate acquisition pursuant to Chapter 551.072 of the Texas Government Code. Action, if any, will be taken in open session.

**Wells Branch Community Library  
Board of Trustees Meeting  
February 12, 2007**

The meeting was called to order at 7:04 pm. Board members in attendance were: Dianne Koehler, Lois Kantor, Kathleen Williams and Nancy Larrinaga. Paul Vancil was absent. Guest included Daniel Berra, Library staff. Sam Hosseini, computer technician was present.

**Reports**

Committee reports were accepted.

**Consent Items**

January Minutes were accepted as posted. Treasurer's Report was referred to audit. Trustee Paul Vancil's written resignation was accepted.

**Action Items**

Appointment of Ray Kurtz to Trustee position: Ms. Koehler moved to accept the appointment of Ray Kurtz to the Trustee position vacated by Paul Vancil. Ms. Larrinaga seconded the motion, which passed. The Oath of Office was administered to Mr. Kurtz.

Financial Matters: The Board is obligated to review and approve the Investment Policy annually. Ms. Koehler moved to accept the Investment Policy as presented. Ms. Kantor seconded the motion, which passed.

Ms. Koehler reported that the audit is going well; no significant issues have been identified to date.

Ms. Koehler discussed the slightly higher interest rate available in Texpool Prime accounts. Ms. Kantor moved we move all reserve accounts from Texpool to Texpool Prime. Ms. Larrinaga seconded the motion, which passed.

Technology: The computer being used by Mr. Berra will need to be replaced shortly. Also, the computer technician contract is still being worked, will be ready soon.

Staff Retirement Plan: After review and updating of plan documents, Ms. Koehler moved to reauthorize all documents for the staff retirement plan. Ms. Larrinaga seconded the motion, which passed.

Records Management Plan: Not discussed at this time.

Reference and Marketing Policies: Mr. Kurtz will assist Mr. Berra in rewriting the Reference Policy, which was referred back to committee. The applicant for the Marketing plan appears suitable on paper. A meeting with her will be arranged.

Election Issues: We will look for legislative sponsors to assist with a “merger” bill to save libraries unnecessary expense during small/non-contested elections especially. Ms. Koehler will pursue this with the attorney.

TLA: Info only.

Copier Contract: The copier repair technician proposed to buy the copier from CITICORP and rent it to the library at a savings from current costs. This raised several issues regarding upgrades, repairs, etc. Ms. Koehler moved to accept the contract for the copier. Ms. Larrinaga seconded the motion, which failed. The copier issue will be revisited at the next Board meeting.

With no further business to discuss, the meeting was adjourned at 8:35 pm.

Respectfully submitted,

Lois Kantor  
Secretary

## **WELLS BRANCH COMMUNITY LIBRARY DISTRICT AGENDA**

**Monday March 12, 2007 at 7:00 p.m.**

### **TO: THE BOARD OF TRUSTEES OF THE WELLS BRANCH COMMUNITY LIBRARY DISTRICT AND TO ALL OTHER INTERESTED PERSONS:**

Notice is hereby given that the Board of Trustees of the Wells Branch Community Library District will meet at 15001 Wells Port Drive for the following:

1. Receive citizen input on issues (speaker limit 5 min).
2. Receive committee reports to include operations, facilities, technology, volunteer/ FOL, fundraising /grants, by-laws, records management, collection development plan, legislative issues, computer management software.
3. Receive Director's/ staff report to include children's programming, library usage statistics, status of meeting rooms, collection development status, training, web site, volunteer status, fines status, programming plans.

#### Consent Items:

(These items may be approved collectively or individually. Any of these items may be pulled for discussion upon the request of any Board member.)

1. Accept Minutes as distributed.
2. Refer Treasurer's report to audit.

#### Action Items:

1. Adopt order to call May trustee election.
2. Discuss election issues to include approval of joint election agreement with Travis County, PISD and RRISD and Authorizing the submission of Voting Rights Pre-Clearance Request to U.S. Department of Justice.
3. Discuss and consider financial matters to include changes to investment policy, investment changes and audit update.
4. Discuss and consider technology issues to include computer management software, and approval of contract for computer technician.
5. Discuss and consider fees for summer mini-camp program, fees for special programs.
6. Discuss and consider revisions to the records management program to include exceptions /exemptions.
7. Discuss and consider reference policy, marketing policy, changes to circulation policy, privacy policy issues.
8. Discuss and consider officers of the board of trustees.
9. Discuss issues related to TLA.
10. Approve contract with APS for change of agreement for copier.
11. Set date for special meeting to cancel May election if necessary.

#### Trustee items:

1. Announcements by Board members;
2. Future agenda items;

All of the above items are subject to action by the board. March 5, 2007.

Dianne Koehler  
President, Board of Trustees

The Library Board may retire to executive session any time between the meeting's opening and adjournment for the purpose of consultation with legal counsel pursuant to Chapter 551.071 of the Texas Government Code; discussion of personnel matters pursuant to Chapter 551.074 of the Texas Government Code; and/or real estate acquisition pursuant to Chapter 551.072 of the Texas Government Code. Action, if any, will be taken in open session.

**Wells Branch Community Library  
Board of Trustees Meeting  
March 12, 2007**

The meeting was called to order at Board members in attendance were: Dianne Koehler, Kathleen Williams, Ray Kurtz and Lois Kantor. Nancy Larrinaga was absent. Donita Carlquist and Daniel Berra, library staff, were present. There were no guests.

**Reports**

Reports were accepted as distributed. Two new staff computers were purchased to replace obsolete ones. Discussed the need to review/revise the “dead accounts” and “overdue/fines” reports to include more useful information. Staff to look into decline in ‘J non-fic’ usage.

**Consent Items**

February minutes were approved and Treasurer’s report was sent to file.

**Action Items**

May Trustee Election: Ms. Koehler moved to adopt the order to call the May Trustee election. Ms. Williams seconded the motion, which passed.

Election Issues: Ms. Koehler moved to authorize the submission of the Voting Rights Pre-Clearance Request. Ms. Kantor seconded the motion, which passed.

Financial Matters: Ms. Kantor moved to amend the Investment Policy per revisions distributed. Ms. Koehler seconded the motion, which passed.

Technology Issues: The Tech contract was signed by the Tech. The Board then changed the amount of reimbursement so that it would be sufficient for a full year of service, and would allow the Tech to join the staff retirement plan if so desired. This was amended through vote. Ms. Koehler moved to adopt the amended contract. Mr. Kurtz seconded the motion, which passed.

Fees for summer Mini-Camp and other special programs: Ms. Koehler proposed the library conduct a mini-camp program and charge a fee. Ms. Williams seconded the motion, which passed. Mr. Kurtz moved to charge \$18.00 for the camp, as proposed in writing, with a sibling discount. Ms. Koehler seconded the motion, which passed. Ms. Carlquist was requested to develop an inclusive Fines and Fees Policy.

Records Management Program: not much progress has been made on getting approval for the revised plan.

Reference, Marketing, Circulation and Privacy Policies: The Board formulated a reference policy statement during the meeting. (Document available in Minutes folder in Library) Mr. Kurtz moved to adopt this as written as the Reference Policy. Ms. Kantor seconded the motion, which passed.

Ms. Koehler moved to adopt changes to the Circulation Policy as distributed. Ms. Williams seconded the motion, which passed.

Ms. Koehler moved to adopt the Privacy Policy as distributed. Ms. Williams seconded the motion, which failed. The Policy will be rewritten for the April meeting. Ms. Kantor will assist staff.

Officers of the Board of Trustees: The Board needs someone in the Treasurer's position. This will be addressed in April.

TLA: Discussion only.

APS Copier Contract: Ms. Koehler moved to adopt a 24 month policy with APS for the copier. Mr. Kurt seconded the motion, which passed.

Special Board Meeting: The Special Board Meeting to cancel the May election, if necessary, will be held March 20, 2007, at noon.

Trustee Items:

Future Agenda Items: Library Hours

With no further business to discuss, the meeting was adjourned at 9:27 pm.

Respectfully submitted,

Lois Kantor  
Secretary

**WELLS BRANCH COMMUNITY LIBRARY DISTRICT AGENDA**

**Tuesday March 20, 2007 at 12:00 p.m.**

**TO: THE BOARD OF TRUSTEES OF THE WELLS BRANCH COMMUNITY LIBRARY DISTRICT  
AND TO ALL OTHER INTERESTED PERSONS:**

Notice is hereby given that the Board of Trustees of the Wells Branch Community Library District will meet at 15001 Wells Port Drive for the following:

Action Items:

1. Adopt order to cancel May trustee election.
2. Discuss and approve change of regular library hours.

Trustee items:

1. Announcements by Board members;
2. Future agenda items;
- 3.

All of the above items are subject to action by the board. March 15, 2007.

Dianne Koehler  
President, Board of Trustees

The Library Board may retire to executive session any time between the meeting's opening and adjournment for the purpose of consultation with legal counsel pursuant to Chapter 551.071 of the Texas Government Code; discussion of personnel matters pursuant to Chapter 551.074 of the Texas Government Code; and/or real estate acquisition pursuant to Chapter 551.072 of the Texas Government Code. Action, if any, will be taken in open session.

**Wells Branch Community Library  
Board of Trustees Meeting  
March 20, 2007**

The meeting was called to order at 12:02 pm. Board members in attendance were: Dianne Koehler, Kathleen Williams, Nancy Larrinaga and Ray Kurtz. Lois Kantor was absent.

**Reports** None

**Consent Items** None

**Action Items**

- Ms. Koehler moved to cancel the May trustee election due to no positions being opposed, Nancy Joe Larrinaga seconded the motion. No discussion ensued. The motion passed 4/0.

- Mr. Kurtz moved that library hours be changed effective June 1 to the following:

Monday-Wednesday unchanged

Thursday-Friday NEW 10 am – 6 pm

Saturday – Sunday NEW 1 pm – 6 pm

Ms. Larrinaga seconded the motion. Discussion ensued on need for changes to accommodate later closing requests from patrons, low Saturday morning traffic. The motion passed 4/0.

With no further business to discuss, the meeting was adjourned at 12:10 pm.

Respectfully submitted,

Dianne Koehler/Lois Kantor  
President            Secretary

## **WELLS BRANCH COMMUNITY LIBRARY DISTRICT AGENDA**

**Monday April 9, 2007 at 7:00 p.m.**

**TO: THE BOARD OF TRUSTEES OF THE WELLS BRANCH COMMUNITY LIBRARY DISTRICT  
AND  
TO ALL OTHER INTERESTED PERSONS:**

Notice is hereby given that the Board of Trustees of the Wells Branch Community Library District will meet at 15001 Wells Port Drive for the following:

1. Receive citizen input on issues (speaker limit 5 min).
2. Receive committee reports to include operations, facilities, technology, volunteer/ FOL, fundraising /grants, by-laws, records management, collection development plan, legislative issues, computer management software.
3. Receive Director's/ staff report to include children's programming, library usage statistics, status of meeting rooms, collection development status, training, web site, volunteer status, fines status, programming plans.

### Consent Items:

(These items may be approved collectively or individually. Any of these items may be pulled for discussion upon the request of any Board member.)

1. Accept Minutes as distributed.
2. Refer Treasurer's report to audit.

### Action Items:

1. Discuss and consider financial matters to include changes to re-allocation of budget items and audit update.
  1. \$470 from Board election to children's audio—spending was in 06 but was billed on cc in 07
  2. Decide on dedication of grant funds from Wal-mart and HEB
2. Discuss and consider technology issues to include library management software
3. Discuss and consider fine & fees policy, fees for special programs, and changes to process to deal with overdue materials and fines including required patron identity information.
4. Discuss and approve bids for gutter repair and painting meeting room building.
5. Discuss and consider revisions to the records management program to include exceptions /exemptions.
6. Discuss and consider marketing policy, changes to circulation policy, privacy policy issues to include contract with marketing intern.
7. Discuss and consider election of officers of the board of trustees.
8. Discuss and consider date of May meeting.

### Trustee items:

1. Announcements by Board members;
2. Future agenda items;

All of the above items are subject to action by the board. April 5, 2007.

Dianne Koehler  
President, Board of Trustees

The Library Board may retire to executive session any time between the meeting's opening and adjournment for the purpose of consultation with legal counsel pursuant to Chapter 551.071 of the Texas Government Code; discussion of personnel matters pursuant to Chapter 551.074 of the Texas Government Code; and/or real estate acquisition pursuant to Chapter 551.072 of the Texas Government Code. Action, if any, will be taken in open session.

**Wells Branch Community Library  
Board of Trustees Meeting  
April 9, 2007**

The meeting was called to order at 7:05. Board members in attendance were: Dianne Koehler, Kathleen Williams, Ray Kurtz, Nancy Larrinaga and Lois Kantor. Donita Carlquist and Daniel Berra, library staff, were present. Guest included Mike Powers, citizen.

Mr. Powers chose not to speak, and stayed only a few minutes.

**Reports**

Committee reports were received and reviewed, accepted. Operations agreed to look at ways to promote circulation of books through displays, etc, and to refine ordering based on meeting community needs..

**Consent Items**

March minutes were accepted with a correction of a typo on Mr. Kurtz' name. Mr. Kurtz suggested staff look into "Reference USA" as a business reference for the library.

**Action Items**

Financial Matters: A draft copy of the 2006 Audit will arrive within a couple of weeks.

- 1. Ms. Koehler moved that the library use \$470 of not-needed election funds to the children's media budget. Ms. Kantor seconded the motion. The children's media budget was overspent last year, and additional expenses are foreseen for this year. Ms. Carlquist recommended adding an additional sum, so *Ms. Koehler amended her motion to \$800.* The motion passed.
- 2. Wal-Mart issues were postponed until next meeting.

Technology Issues: This was covered in the Reports, above. Discussion ensued regarding the less than stellar performance of the Athena system, and its unfixable problems. The contract for Athena support expires July 2007. The Director will look into other possible systems for replacing Athena. No action was taken.

Fines and Fees Policy: Renamed Fees Policy to distinguish it from Fines for overdue materials. Ms. Koehler moved we adopt the Fees Policy; Ms. Williams seconded the motion. Discussion took place, which involved changes in several areas of the policy as distributed. The content was revised as discussed. The motion to adopt passed.

Overdue Policy: In reviewing this document, it was decided that too much procedural material was present, and revision to sort policy from procedure was needed. The document was sent back to committee for reworking.

The inclusion of referral to a collection agency was discussed also as part of the Fines/Overdue problem. Library staff will obtain additional information regarding the Unique Management Systems, Inc. collection services for libraries.

Circulation Policy: Ms. Koehler moved to accept the Circulation policy as amended. Ms. Larrinaga seconded the motion, which passed.

Painting and Repair Bids: Ms. Koehler moved to accept the low bid for painting the meeting rooms, pending a satisfactory reference check. Ms. Kantor seconded the motion, which passed.

Two bids were received for gutter repair. Since the cost for repairs on both bids was less than \$500, the Director was directed to check references and make the decision.\

Records Management and Privacy Policy: No discussion or action on either item. Next month the Privacy policy will be addressed.

Marketing Intern: The marketing intern was placed on the payroll as a temporary, part-time employee with a limited scope of work.

May Meeting Date: Since the May meeting will occur after the “cancelled” election date, the meeting will be held on the regularly scheduled date, May 14.

With no further business to discuss, the meeting was adjourned at 9:07 pm.

Respectfully submitted,

Lois Kantor  
Secretary

## **WELLS BRANCH COMMUNITY LIBRARY DISTRICT AGENDA**

**Monday May 14, 2007 at 7:00 p.m.**

### **TO: THE BOARD OF TRUSTEES OF THE WELLS BRANCH COMMUNITY LIBRARY DISTRICT AND TO ALL OTHER INTERESTED PERSONS:**

Notice is hereby given that the Board of Trustees of the Wells Branch Community Library District will meet at 15001 Wells Port Drive for the following:

1. Receive citizen input on issues (speaker limit 5 min).
2. Receive committee reports to include operations, facilities, technology, fundraising /grants, by-laws, , legislative issues, marketing.
3. Receive Director's/ staff report to include children's programming, library usage statistics, status of meeting rooms, collection development status, training, web site, volunteer status, records management, fines status, programming plans.

#### **Consent Items:**

(These items may be approved collectively or individually. Any of these items may be pulled for discussion upon the request of any Board member.)

1. Accept Minutes as distributed.
2. Refer Treasurer's report to audit.

#### **Action Items:**

1. Administer oath of office to trustees.
2. Receive and accept 2006 annual audit.
3. Discuss and consider technology issues to include library management software
4. Discuss and consider use of collection agency to deal with overdue materials and fines.
5. Discuss and consider changes to meeting room policy.
6. Discuss and consider privacy policy
7. Discuss and consider changes to circulation policy to include fees.
8. Discuss and consider election of officers of the board of trustees.

#### **Trustee items:**

1. Announcements by Board members;
2. Future agenda items;

All of the above items are subject to action by the board. May 9, 2007.

**Dianne Koehler**  
**President, Board of Trustees**

The Library Board may retire to executive session any time between the meeting's opening and adjournment for the purpose of consultation with legal counsel pursuant to Chapter 551.071 of the Texas Government Code; discussion of personnel matters pursuant to Chapter 551.074 of the Texas Government Code; and/or real estate acquisition pursuant to Chapter 551.072 of the Texas Government Code. Action, if any, will be taken in open session.

**Wells Branch Community Library  
Board of Trustees Meeting  
May 14, 2007**

The meeting was called to order at 7:02 pm. Board members in attendance were: Dianne Koehler, Kathleen Williams, Nancy Larrinaga, Ray Kurtz and Lois Kantor. Donita Carlquist and Daniel Berra, library staff, were present. Arturo Montemayor III, the library Accountant, was also present.

**Reports**

Reports were accepted as distributed.

**Consent Items**

April Minutes had not been distributed on time for approval.

**Action Items**

Oath of Office: The Oath of Office was administered to reappointed Trustees Kathleen Williams and Ray Kurtz.

2006 Annual Audit: Mr. Montemayor summarized the 2006 audit findings for the Board. He noted that the Audit was still draft form because it was decided that materials depreciation information was needed. That information would be provided and incorporated within a few days. He also noted that the library had deficiencies findings this year that were not identified last year. However, these findings were the result of changes in audit reporting procedures and regulations, rather than a negative change in library performance. He promised a final version of the audit within a few days.

Library Management Software: Ms. Carlquist presented information regarding two software systems for the Board's consideration, the Apollo system (used by Westlake library), and the Atrium system. Neither system was ideal, but the Apollo system appeared to meet the library's needs better. However, there was a lot of concern about adopting software from a "one-person" firm, unless assurances that a plan for maintenance continuity exists. No action was taken.

Collection Agency for Fines: Ms. Koehler moved that the library establish a contract with Unique Management to collect the library's overdue accounts over \$25 and fines over \$50 and take advantage of their account clean-up program. Mr. Kurtz seconded the motion, which passed unanimously.

Meeting Room Policy: Mr. Kurtz moved to adopt an addendum to the Meeting Room Policy. Ms. Kantor seconded the motion, which passed unanimously.

Privacy Policy: Ms. Kantor distributed a proposed Privacy Policy for consideration. She moved that the library adopt this policy. Ms. Koehler seconded the motion, which passed unanimously.

Circulation Policy: Ms. Koehler moved that the library reduce the maximum overdue fines amount on all materials to \$30 per item, effective immediately and not retroactive. Mr. Kurtz seconded the motion, which passed unanimously.

Election of Officers: tabled until next month. Ms. Koehler noted that the law does not require the Board to have a Treasurer. However, our Bylaws do. Ms. Kantor will bring the Bylaws into consistency with the law.

With no further business to discuss, the meeting was adjourned at 8:35.

Respectfully submitted,

Lois Kantor  
Secretary

## **WELLS BRANCH COMMUNITY LIBRARY DISTRICT AGENDA**

**Monday June 11, 2007 at 7:00 p.m.**

**TO: THE BOARD OF TRUSTEES OF THE WELLS BRANCH COMMUNITY LIBRARY DISTRICT  
AND  
TO ALL OTHER INTERESTED PERSONS:**

Notice is hereby given that the Board of Trustees of the Wells Branch Community Library District will meet at 15001 Wells Port Drive for the following:

1. Receive citizen input on issues (speaker limit 5 min).
2. Receive committee reports to include operations, facilities, technology, fundraising /grants, by-laws, legislative issues, marketing.
3. Receive Director's/ staff report to include children's programming, library usage statistics, status of meeting rooms, collection development status, training, web site, volunteer status, records management, fines status, programming plans.

### **Consent Items:**

(These items may be approved collectively or individually. Any of these items may be pulled for discussion upon the request of any Board member.)

1. Accept Minutes as distributed.
2. Refer Treasurer's report to audit.

### **Action Items:**

1. Receive and accept finalized 2006 annual audit.
2. Discuss and consider revisions to 2007 budget to include increases to landscaping, security, technology, furnishings, and repairs/maintenance from unused board election and various income categories. (DK)
3. Discuss and consider contract/agreement for landscaping. (DK)
4. Discuss and consider technology issues to include purchase of library management software. (DC)
5. Discuss and consider change to collection policy for patrons with unpaid fines. (DC)
6. Discuss and consider bylaws revisions. (LK)
7. Discuss and consider marketing plan. (NNL)
8. Discuss and consider election of officers of the board of trustees, appointment of committee members and appointment of investment officer.

### **Trustee items:**

1. Announcements by Board members;
2. Future agenda items;

All of the above items are subject to action by the board. June 7, 2007.

**Dianne Koehler  
President, Board of Trustees**

The Library Board may retire to executive session any time between the meeting's opening and adjournment for the purpose of consultation with legal counsel pursuant to Chapter 551.071 of the Texas Government Code; discussion of personnel matters pursuant to Chapter 551.074 of the Texas Government Code; and/or real estate acquisition pursuant to Chapter 551.072 of the Texas Government Code. Action, if any, will be taken in open session.

**Wells Branch Community Library  
Board of Trustees Meeting  
June 11, 2007**

The meeting was called to order at 7:06 pm. Board members in attendance were: Dianne Koehler, Kathleen Williams, Nancy Larrinaga, and Lois Kantor. Ray Kurtz was absent. Donita Carlquist was present. There were no citizens present.

**Reports**

The Director's reports are still not being received via email by all Trustees. They will henceforth be posted on the website as well as sent via email to Trustees.

Collection Development status will be updated next month.

**Consent Items**

The May Minutes and Treasurer's report were accepted as distributed.

**Action Items**

2006 Annual Audit: Ms. Koehler moved that the Board accept the 2006 Annual Audit as finalized. Ms. Larrinaga seconded the motion, which passed.

2007 Budget: Board discussed revisions to the 2007 budget to increase landscaping, security, technology, furnishings and repairs from unused board election and various other categories. Ms. Koehler moved that the Board:

1. move \$4000 from Board elections to acct. 555 (Technology) to cover the new management system;
2. increase budget item for security by \$2000 from general revenue
3. increase budget for landscape maintenance by \$5000 from general revenue;
4. rename advertising/fundraising to advertising, with no budget change; and
5. increase acct 585 (bank charges) by \$1000 to cover anticipated collection fees from general revenue.

Ms. Kantor seconded the motion, which passed.

Ms. Kantor moved that the Board increase the Reserve account by an amount equal to one month's operating budget. Ms. Koehler seconded the motion, which passed.

Landscaping Contract/Agreement: After comparing two landscape bids, Ms. Kantor moved that the Board develop a contract with K.I. Lawn Services. Ms. Larrinaga seconded the motion, which passed. Ms. Carlquist was instructed to have them get to work as quickly as possible. Ms. Kantor and/or Ms. Koehler would also like to meet with the contractor to discuss landscaping.

Library Management Software: Ms. Carlquist reported that our concerns regarding BiblionX were resolved. Ms. Koehler moved that we buy the BiblionX Library Management System and install it as soon as practical. Ms. Larrinaga seconded the

motion, which passed. The Board decided the library would close for two days in July for installment and training.

Collection Policy: Ms. Koehler moved that we change the fines limit for collections to \$30 (instead of \$50), to correspond with the maximum fine limit per item. Ms. Larrinaga seconded the motion, which passed.

Bylaws Revision: Ms. Kantor moved that we accept the proposed Bylaws revision. Ms. Larrinaga seconded the motion, which passed.

Election of Officers: new officers were chosen as follows. Ms. Koehler was appointed the Investment Officer.

President - Dianne Koehler

Vice-President - Lois Kantor

Secretary - Nancy Larrinaga

Parliamentarian/Asst Secretary – Kathleen Williams

With no further business to discuss, the meeting was adjourned at 8:30 pm.

Respectfully submitted,

Lois Kantor  
Secretary

## **WELLS BRANCH COMMUNITY LIBRARY DISTRICT AGENDA**

**Monday August 13, 2007 at 7:00 p.m.**

### **TO: THE BOARD OF TRUSTEES OF THE WELLS BRANCH COMMUNITY LIBRARY DISTRICT AND TO ALL OTHER INTERESTED PERSONS:**

Notice is hereby given that the Board of Trustees of the Wells Branch Community Library District will meet at 15001 Wells Port Drive. The committees of the board will meet at 7pm followed by the Board of Trustees meeting to discuss the following:

1. Receive citizen input on issues (speaker limit 5 min).
2. Receive committee reports to include operations, facilities, technology, fundraising /grants, by-laws, legislative issues, marketing.
3. Receive Director's/ staff report to include children's programming, library usage statistics, status of meeting rooms, collection development status, training, web site, volunteer status, records management, fines status, programming plans.

#### Consent Items:

(These items may be approved collectively or individually. Any of these items may be pulled for discussion upon the request of any Board member.)

1. Accept Minutes as distributed.
2. Refer Treasurer's report to audit.

#### Action Items:

1. Set date and time for annual retreat. (DK)
2. Discuss and consider content and collection of annual patron survey.(DK)
3. Discuss and consider landscaping issues. (LK)
4. Discuss and consider technology issues to include tech support, bibliionix, and hardware. (DC)
5. Discuss and consider programming issues.
6. Discuss and consider short-term goals.
7. Discuss and consider collections issues. (DC)
8. Discuss and consider marketing plan. (NL/DC)

#### Trustee items:

1. Announcements by Board members;
2. Future agenda items;

All of the above items are subject to action by the board. August 9, 2007

Dianne Koehler  
President, Board of Trustees

The Library Board may retire to executive session any time between the meeting's opening and adjournment for the purpose of consultation with legal counsel pursuant to Chapter 551.071 of the Texas Government Code; discussion of personnel matters pursuant to Chapter 551.074 of the Texas Government Code; and/or real estate acquisition pursuant to Chapter 551.072 of the Texas Government Code. Action, if any, will be taken in open session.

**Wells Branch Community Library  
Board of Trustees Meeting  
Tuesday, August 14, 2007**

The meeting was called to order at 7:20 p.m. Board members in attendance were: Dianne Koehler, Lois Kantor, Nancy Larrinaga and Kathleen Williams. Library Staff in attendance were Donita Carlquist and Daniel Berra. Guests included newly hired Children's Librarian, Tracy Hudson.

**Reports:**

Director presented monthly reports. Reports were accepted.

There were no reports from the committees.

The staff present reported on weeding issues and targeting areas for book orders.

**Consent Items:**

July minutes were amended to include Ms. Larrinaga as present, and accepted.

**Action Items:**

- Retreat – Board discussed date for annual retreat. Date set for Saturday, September 22 at 9:00 a.m. Ms. Carlquist will handle food detail.
- Survey – Board critiqued and suggested modifications.
- Technology – The Board heard discussion regarding the hiring of new technology maintenance personnel. It was noted that the present tech was not performing as expected.
- Staff stated positive feedback on the new library software, Biblionix, and its customer support. Board discussed purchase of new computer hardware. Areas of need, such as employee and patron computers, monitors, bar code readers, memory and software.
- Programming – Ms. Koehler moved that the staff notify board of all programs between 1 and 2 months prior to their occurrence. Ms. Kantor seconded the motion. The motion was passed.
- Short-term goals – Board discussed financial, technological, marketing and collection goals. Ms. Larrinaga distributed a marketing proposal to staff and board members for consideration and future discussion. No action was taken.
- Collections – Ms. Koehler moved to sever library's relationship with agency prior to the 90-day deadline. Ms. Larrinaga seconded the motion. The motion was passed.

Wells Branch Community Library  
Board of Trustees Meeting  
Tuesday, August 14, 2007

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**Future Agenda Items:**

Discussion to reprioritize short and long-term goals was planned for retreat.

With no further business to discuss, meeting was adjourned at 9:43 p.m.

Respectfully submitted,

Nancy Jo Larrinaga  
Secretary

## WELLS BRANCH COMMUNITY LIBRARY DISTRICT AGENDA

Saturday September 22, 2007 at 9:00 a.m.

**TO: THE BOARD OF TRUSTEES OF THE WELLS BRANCH COMMUNITY LIBRARY DISTRICT AND  
TO ALL OTHER INTERESTED PERSONS:**

Notice is hereby given that the Board of Trustees of the Wells Branch Community Library District will meet at 15001 Wells Port Drive at 9 a.m. for Board/Staff team building then open to public at 10 a.m. for:

1. Receive citizen input on issues (speaker limit 5 min).
2. Receive committee reports to include operations, facilities, technology, volunteer/ FOL, fundraising /grants, by-laws, records management, community survey.
3. Receive Director's/ staff report to include children's programming, library usage statistics, status of meeting rooms, collection development status, training, web site, volunteer status, fines status.

### **Consent Items:**

(These items may be approved collectively or individually. Any of these items may be pulled for discussion upon the request of any Board member.)

1. Accept Minutes as distributed.
2. Refer Treasurer's report to audit.

### **Action Items:**

1. Discuss and review 2007 survey results.
2. Discuss and adopt short-range plan 2007 -2008.
3. Discuss and consider financial matters to include review of YTD budget for re-allocation of funds, including
  - Move \$1000 from 517 (employee insurance) to 516 (employee training).
  - Move \$250 from 521 (adult books) to 525 (subscriptions).
  - Move \$100 from 522 (Kids books) to 531 (children's programs).
  - Move \$500 from 565 (landscaping) to 532 (special programs).
  - Move \$1200 from 572 (Electric / Gas) and \$1000 from 571 (Telephone) to 573 (repairs).
  - Allocate funds from 553, 5535, 555 and general operating fund for installation and upgrades to computer system
4. Discuss and consider technology issues to include patron PC usage, technology training, dedication of LoanStar grant funds, and retention of firm to handle technology issues.
5. Discuss and consider establishment of designated reserves for repairs and computer upgrades.
6. Discuss and consider change in collections to utilizing Library Collections Division.

### **Trustee items:**

1. Announcements by Board members;
2. Future agenda items;

All of the above items are subject to action by the board.

Dianne Koehler  
President, Board of Trustees

The Library Board may retire to executive session any time between the meeting's opening and adjournment for the purpose of consultation with legal counsel pursuant to Chapter 551.071 of the Texas Government Code; discussion of personnel matters pursuant to Chapter 551.074 of the Texas Government Code; and/or real estate acquisition pursuant to Chapter 551.072 of the Texas Government Code. Action, if any, will be taken in open session.

**Wells Branch Community Library  
Board of Trustees Meeting  
Saturday, September 22, 2007**

The meeting was called to order at 10:00 a.m. Board members in attendance were: Dianne Koehler, Lois Kantor, Nancy Larrinaga, Ray Kurtz and Kathleen Williams. Library Staff in attendance were Donita Carlquist, Daniel Berra, Traci Hudson, Tristan Boyd, Cerrise Weiblen, Tyrica Terry, and Bryan Forbes.

No citizens were present.

Reports regarding operations, facilities, technology, volunteer/FOL, records management and community survey were received by all in attendance.

Reports from Director/staff regarding children's programming, library usage statistics, collection development, staff training, web site, volunteer status and fines status were received by all in attendance.

**Consent Items:**

Minutes were accepted.  
Treasurer's report was referred to audit.

**Action Items:**

Ms. Koehler presented a video review of 2007 survey results. Board and staff discussed the results and suggested ways to respond.

Discussion to adopt a short-range plan for 2007-2008 was tabled until the October meeting.

Ms. Koehler made a motion to discuss and consider re-allocating funds within the budget to include the following:

- Move \$1000 from 517 (employee insurance) to 516 (employee training)
- Move \$250 from 521 (adult books) to 525 (subscriptions)
- Move \$100 from 522 (kid books) to 531 (children's programs)
- Move \$500 from 565 (landscaping) to 532 (special programs)
- Move \$1200 from 572 (Electric/Gas) and \$1000 from 571 (Telephone) to 573 (repairs)
- Allocation of funds from 553, 555 and general operating fund for installation and upgrades to computer system

After discussion of each, Ms. Kantor seconded the motion. The motion was passed unanimously.

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Wells Branch Community Library  
Board of Trustees Meeting  
Saturday, September 22, 2007

Ms. Koehler made a motion to allocate the Lone Star grant for the technological upgrades. Ms. Williams seconded and the motion was passed.

Ms. Koehler made a motion to establish a reserve for extraordinary and/or catastrophic repairs. Ms. Kantor seconded the motion and it was passed.

Ms. Koehler made a motion that a Library Collections Division be established in lieu of a hired agency. Ms. Larrinaga seconded the motion and it was passed.

**Trustee Items:**

No announcements by board members

Mr. Boyd suggested using instant messaging for patron access to reference information. The board agreed to discuss at next meeting.

Meeting was adjourned at 12:36 p.m.

Respectfully submitted,

Nancy Larrinaga  
Secretary, Board of Trustees

## **WELLS BRANCH COMMUNITY LIBRARY DISTRICT AGENDA**

**Monday October 8, 2007 at 7:00 p.m.**

**TO: THE BOARD OF TRUSTEES OF THE WELLS BRANCH COMMUNITY LIBRARY DISTRICT AND  
TO ALL OTHER INTERESTED PERSONS:**

Notice is hereby given that the Board of Trustees of the Wells Branch Community Library District will meet at 15001 Wells Port Drive at 7 p.m. for:

1. Receive citizen input on issues (speaker limit 5 min).
2. Receive committee reports to include operations, facilities, technology, volunteer/ FOL, fundraising /grants, by-laws, records management, community survey.
3. Receive Director's/ staff report to include children's programming, library usage statistics, status of meeting rooms, collection development status, training, web site, volunteer status, fines status.

### **Consent Items:**

(These items may be approved collectively or individually. Any of these items may be pulled for discussion upon the request of any Board member.)

1. Accept Minutes as distributed.
2. Refer Treasurer's report to audit.

### **Action Items:**

1. Discuss and consider expansion of reference services to include IM service.
2. Discuss and adopt short-range plan 2007 -2008.
3. Discuss and consider revisions to long-range plan.
4. Discuss and consider financial matters to include review of YTD budget and adjustments.
5. Discuss and consider personnel issues.
6. Discuss and consider fines and overdue items issues.

### **Trustee items:**

1. Announcements by Board members;
2. Future agenda items;

All of the above items are subject to action by the board.

Dianne Koehler  
President, Board of Trustees

The Library Board may retire to executive session any time between the meeting's opening and adjournment for the purpose of consultation with legal counsel pursuant to Chapter 551.071 of the Texas Government Code; discussion of personnel matters pursuant to Chapter 551.074 of the Texas Government Code; and/or real estate acquisition pursuant to Chapter 551.072 of the Texas Government Code. Action, if any, will be taken in open session.

**Wells Branch Community Library  
Board of Trustees Meeting  
Monday, October 8, 2007**

The meeting was called to order at 7:05 p.m. Board members in attendance were: Dianne Koehler, Lois Kantor, Nancy Larrinaga and Kathleen Williams. Ray Kurtz was absent. Library Staff in attendance were Donita Carlquist and Daniel Berra.

There were no citizens present.

Ms. Carlquist distributed the monthly reports. The reports were accepted.

**Consent Items:**

July minutes were amended to include Ms. Larrinaga as present, and accepted.

The treasurer's report was referred to audit.

**Action Items:**

- 1) Ms. Koehler made a motion to expand our reference services to include a 90 day trial of an instant messaging service. Ms. William's seconded. The motion was passed.
- 2) Ms. Koehler presented a motion to adopt the short-range plan for 2007-2008. Ms. Larrinaga seconded and the motion was passed.
- 3) Discussed possible revisions to long-range plan.
- 4) Ms. Koehler recommended moving a \$200 excess in the election budget to general board expenses.
- 5) No personnel issues were presented.
- 6) Discussed status of overdue items and fines. There was discussion on the reordering of books still unreturned. There was also consideration of a written procedure regarding unreturned items.

**Trustee Items:**

- 1) Ms. Larrinaga submitted her resignation to the Board. She recommended that the board consider Ms. Shannon Best as a replacement.
- 2) Ideas for programming in 2008 included Basic Financial Planning, Tax Planning and a Home Business Expo.

The meeting was adjourned at 9:15 p.m.

Respectfully submitted,  
Nancy Jo Larrinaga  
Secretary WBL Board of Trustees

## WELLS BRANCH COMMUNITY LIBRARY DISTRICT AGENDA

Monday November 12, 2007 at 7:00 p.m.

### TO: THE BOARD OF TRUSTEES OF THE WELLS BRANCH COMMUNITY LIBRARY DISTRICT AND TO ALL OTHER INTERESTED PERSONS:

Notice is hereby given that the Board of Trustees of the Wells Branch Community Library District will meet at 15001 Wells Port Drive at 7 p.m. for:

1. Receive citizen input on issues (speaker limit 5 min).
2. Receive committee reports to include operations, facilities, technology, volunteer/ FOL, fundraising /grants, by-laws, records management, community survey.
3. Receive Director's/ staff report to include children's programming, library usage statistics, status of meeting rooms, collection development status, training, web site, volunteer status, fines status.

#### **Consent Items:**

(These items may be approved collectively or individually. Any of these items may be pulled for discussion upon the request of any Board member.)

1. Accept Minutes as distributed.
2. Refer Treasurer's report to audit.
3. Accept resignation of trustee Nancy Jo Larrinaga.

#### **Action Items:**

1. Discuss and consider appointment of trustee candidate Shannon Best.
2. Administer oath of office to trustee.
3. Discuss and set date of December meeting.
4. Discuss and consider financial matters to include review of YTD budget and adjustments
  - Allocate \$5000 to furnishings from general revenue for display end caps, shelving and exterior benches (increase budget)
  - Allocate \$625 to furnishings from dedicated donations (increase budget)
  - Allocate \$1300 to security from general revenue for one time charge to change systems
  - Allocate \$1000 to 541 copiers/fax from general revenue for annual charges (increase budget)
  - Move \$1000 to 542 Office supplies from 565 Landscape maintenance
  - Move \$2600 from 517 Emp. Ins. To 511 Payroll wages
5. Discuss and consider 2008 budget.
6. Discuss and consider changes to fines policy and procedure to include replacement of materials schedule and notification criterion.
7. Discuss and consider soliciting input on special programming.
8. Discuss and consider action related to patron complaint.
9. Discuss and approve contract for Maid to perfection and renewal of Employee health insurance.

#### **Trustee items:**

1. Announcements by Board members;
2. Future agenda items;

All of the above items are subject to action by the board.

Dianne Koehler  
President, Board of Trustees

The Library Board may retire to executive session any time between the meeting's opening and adjournment for the purpose of consultation with legal counsel pursuant to Chapter 551.071 of the Texas Government Code; discussion of personnel matters pursuant to Chapter 551.074 of the Texas Government Code; and/or real estate acquisition pursuant to Chapter 551.072 of the Texas Government Code. Action, if any, will be taken in open session.

## Wells Branch Community Library Board Meeting Minutes

Monday, November 12, 2007 at 7 P.M.

The meeting was called to order at 7:00 PM.

In attendance: Donita Carlquist, Daniel Berra, Lois Kantor, Dianne Kohler, Kathleen Williams, and Shannon Best. Ray Kurtz was not present.

There was no citizen input.

Reports were distributed from committees and the director.

### Consent Items:

1. Accepting the minutes was removed as a consent item, because it is still pending.
2. The treasurer's report was sent to audit.
3. The resignation of trustee Nancy Jo Larrinaga was accepted.

### Action Items:

1. Dianne moved to appoint Shannon Best to the board position vacated by Nancy Jo Larrinaga. Lois Kantor seconded the motion. There was no discussion. The motion passed 3- 0.
2. The oath of office was administered to Shannon Best.
3. Dianne Kohler moved to set date of December meeting. Kathleen Williams seconded the motion. Sunday, December 9<sup>th</sup> was selected. The motion passed 4-0.
4. Dianne Kohler moved to consider financial matters including adjustments to the 2007 budget. Lois Kantor seconded the motion. The adjustments were: allocate \$5000 to furnishings from general revenue, allocate \$625 to furnishings from dedicated donations, allocate \$1300 to security from general revenue, allocate \$1000 to copiers/fax from general revenue, move \$1000 to office supplies from landscape maintenance, and move \$2600 from employee insurance to payroll wages. The motion passed 4-0.
5. Dianne Kohler moved to open up discussion on 2008 Budget. Shannon Best seconded the motion. Budgetary concerns including the projected tax income for 2008 were discussed. Approval of the budget was tabled until the December meeting.
6. Dianne Kohler moved to consider changes to fines policy. Shannon Best seconded the motion. Notifications were discussed and set at 1 week (5\$ fine or overdue items), 3 weeks (\$10 fine or overdue items), 6 weeks (\$20 fine or overdue items), and 10 weeks (\$30 fine or overdue items). Additionally, at 10 weeks the staff will begin replacing overdue items of interest. The motion passed 4-0.
7. Dianne Kohler moved to have staff solicit input on programming. Lois Kantor seconded the motion. The creation of comment cards for feedback at programs was agreed upon. The motion passed 4-0.

8. Dianne Kohler moved to consider action related to patron/sponsor complaint. Lois Kantor seconded the motion. The discussion involved how best the situation could be resolved. The director suggested she would send a letter to the sponsor to express the library's regrets about the incident at the reptile program. In addition, the staff will use a larger area for similar programs in the future and will post in advance when tickets are necessary for entry. The motion passed 4-0.
9. Dianne Kohler moved to approve the contract with Maid to Perfection and the renewal of the employee health insurance plan. Shannon Best seconded the motion. The costs for 2008 are in line with what was expected. The motion passed 4-0.

#### Trustee Items

1. Announcements by Board Members: Volunteer Appreciation Party will be held on December 13th.
2. Future Agenda Items: 2008 Budget.

The Meeting was adjourned at 9 PM.

Submitted by,

Daniel Berra  
Assistant Director

## **WELLS BRANCH COMMUNITY LIBRARY DISTRICT AGENDA**

**Sunday December 9, 2007 at 5:00 p.m.**

**TO: THE BOARD OF TRUSTEES OF THE WELLS BRANCH COMMUNITY LIBRARY DISTRICT AND  
TO ALL OTHER INTERESTED PERSONS:**

Notice is hereby given that the Board of Trustees of the Wells Branch Community Library District will meet at 15001 Wells Port Drive at 7 p.m. for:

1. Receive citizen input on issues (speaker limit 5 min).
2. Receive committee reports to include operations, facilities, technology, volunteer/ FOL, fundraising /grants, by-laws, records management, community survey.
3. Receive Director's/ staff report to include children's programming, library usage statistics, status of meeting rooms, collection development status, training, web site, volunteer status, fines status.

### **Consent Items:**

(These items may be approved collectively or individually. Any of these items may be pulled for discussion upon the request of any Board member.)

1. Accept October & November Minutes as distributed.
2. Refer Treasurer's report to audit.

### **Action Items:**

1. Discuss and consider proposed schedule of closings for 2008.
2. Discuss and consider proposed schedule of programs January/ February, criteria for programming.
3. Discuss and consider proposed employee wage schedule for 2008, bonus schedule.
4. Discuss and consider financial matters to include review of YTD budget and adjustments, and 2008 budget.
5. Discuss and consider contracting with A. Montmayor as auditor for 2007 audit.
6. Discuss and consider action on complaint.

### **Executive session:**

1. Discuss and consider proposed employee wage schedule for 2008, bonus schedule.
2. Discuss and consider action on complaint.

### **Trustee items:**

1. Receive letter of intent to resign from Ray Kurtz
2. Announcements by Board members;
3. Future agenda items;

All of the above items are subject to action by the board.

Dianne Koehler  
President, Board of Trustees

The Library Board may retire to executive session any time between the meeting's opening and adjournment for the purpose of consultation with legal counsel pursuant to Chapter 551.071 of the Texas Government Code; discussion of personnel matters pursuant to Chapter 551.074 of the Texas Government Code; and/or real estate acquisition pursuant to Chapter 551.072 of the Texas Government Code. Action, if any, will be taken in open session.

Wells Branch Community Library Board Meeting  
December 12, 2004  
Minutes

The meeting was called to order at 4:59 p.m. Present were Dianne Koehler, Paul Vancil, Pam Wachholz, Donita Carlquist and Lois Kantor

No minutes were available from the previous meeting, so the November minutes will be published when they are available. This meeting was very brief, with the following occurring:

1. Ms. Koehler reported that our contract with Building Blocks Preschool, owned by Karen Klar for the purpose of renting space to conduct certain business/educational activities was finalized and signed with few changes.
2. A discussion was held regarding the need to voice more appreciation for the work of volunteers. Some of them have indicated that they feel under-appreciated. The Board agreed to be more vocal in letting volunteers know how much their work means to the library. We will also hold another volunteer appreciation event in January. Pam Wachholz will establish a date.
3. The Director noted that we have started sending new letters regarding fines and fees. She suggested that we establish a policy of no new loans to patrons if they have overdue materials, until the overdue materials are returned. Pam Wachholz moved that we adopt such a policy, as worded, and Dianne Koehler seconded. The motion passed.
4. Paul Vancil informed the Board that starting January, 2005, our payroll system is now automated, using Intuit. This will save the library a small amount of money, and allow automatic payroll deposits for staff.
5. The Board was reminded that it is important for Board members to record all their volunteer hours. We have been under-counting the amount of volunteer hours, which can impact our ability to seek resources as well as demonstrate the necessity of volunteers.

The meeting was adjourned at 5:17 p.m.

Respectfully submitted,  
Lois I. Kantor