

Minutes Wells Branch Community Library Board Meeting Sun Dec 5, 2010

The meeting was called to order by Megan Sylvester at 4:57 PM. Trustees present: Jill Traffanstedt, Brian Coalson and Andrea Norman. Abby Grant was absent. This is still a quorum. Library Director Donita Carlquist was present.

Items Received:

Monthly report delivered by Donita Carlquist, Library Director.

Monthly report received from Brian Coalson, Treasurer.

Consent Items:

- 1. Accept November Minutes**
- 2. Refer Treasurer's report to audit**

Megan suggested we move these items from the director's report into action items –quotes for janitorial services and medical insurance.

Megan made a motion to approve the consent agenda. Jill seconded. Motion passed unanimously.

Action Items:

1. Landscape Committee Report

The original civil engineer recommended a construction effort estimated at \$30,000. Donita called the BBB and got a list of civil engineers. One came out and advised that we could just seal the cracks instead of doing the full reconstruction. His full opinion on paper will cost \$300. We instructed Donita to get another opinion from another civil engineer.

The landscaping contractor has trimmed the trees and installed the pathway to the mailbox.

2. Discuss and approve appointment of 2011 Investment Officer

No one volunteered for the office. Brian is the default. There is some required training.

Megan made a motion to appoint Brian Coalson as the Investment Officer. Jill seconded. Brian abstained. Motion passed unanimously.

3. Discuss janitorial services for the facility

Three quotes were considered to provide the Library with Janitorial Services. We took the lowest bid, the company that has been easy to work with, and they did not have any strikes against them in the BBB listing. The contract will be awarded to Knight Janitorial Services, Inc.

4. Discuss employee medical insurance options

Discussed the differences between the HMO and PPO options, the co-pays and the out of pocket costs.

Brian made a motion to select the HMO for medical coverage. Megan seconds. Motion passed unanimously.

5. Executive Director's Review, in executive session

The Board went into executive session to discuss the Executive Director's evaluation. The Board took no action regarding the evaluation. Megan will follow up with Donita for her preliminary review.

Action taken:

The Board went into executive session to discuss a problem related to inappropriate use of meeting rooms, and two complaints from citizens.

After some discussion and suggestions, the Board decided to have the Director implement the policy regarding the appropriate use of the Quiet Reading Room.

A patron's complaint was submitted in a letter. We will follow up at the next Board Meeting

Second patron complaint regarding a library fee – Megan will write an email to the patron and ask that the proper complaint procedures be followed.

We will put two policy items on the next agenda – Collection and Fees, and Reservation of Study Rooms.

The Board Meeting was called back into session at 6:40.

Trustee Items:

The next meeting is set for Tuesday, January 18th at 6:15.

Future agenda items:

- Review Collection and Fees Policy
- Review Reservation of Study Rooms
- Review Procurement
- Review Patron Behavior Policy
- Review Personal Policy
- Grant Management Worksheet

Directives:

- Megan – follow up with Donita for her review
- Donita – call another civil engineer
- Donita: Send the board the
 - Facility Maintenance Plan
 - Calendar of the Items for the year
 - Grant Management Worksheet
- Donita – hire Knight Janitorial Services, Inc.

The meeting was adjourned by Megan Sylvester at 6:48 PM.

Respectfully submitted,

Jill Traffanstedt
Secretary