

Minutes Wells Branch Community Library Board Meeting Monday July 19, 2010

The meeting was called to order by Megan Sylvester at 6:16. Trustees present: Jill Traffanstedt, Andrea Norman, and Brian Coalson. Kathleen Williams absent. Potential Board Member: Abby Grant and Donita Carlquist, Library Director.

Items Received:

Monthly report delivered by Donita Carlquist, Library Director.
Monthly report received from Brian Coalson, Treasurer.

Consent Items:

June 10th minutes were accepted as distributed.
Treasurer's report referred to audit.

Action Items:

1. Accept Resignation and Swear in New Board Member

Megan Sylvester made a motion to accept Kathleen's resignation as Board Trustee.
Andrea Norman seconded. Motion passed unanimously.

Megan Sylvester made a motion to nominate Abby Grant for our new Board Trustee of the WBL.
Brian Coalson seconded. Motion passed unanimously. Abby was sworn in as a new Board Member.

2. Finance Committee Report, Reallocation of Budget Items, and Reserve Fund Designations

Financial interest rates are flat. We received the comptroller's payment.

We need to move some money to pay for the cistern repair.

Megan made a motion to move \$67,000 from Capitol One Savings into reserves, and then take \$17,000 out to pay for the cistern repairs. Andrea seconded. Motion passed unanimously.

3. Landscape Committee Report, possible quote/contract for Retaining Wall

Discussed repair of the parking lot where it is sliding down on the North side, close to the residence. It might be the responsibility of the MUD, our insurance might cover the repairs, and it might be the property owner's land. Donita will research the ownership and who is responsible to repair it.

Andrea made a motion to install the fountain in the new location. Megan seconded. Motion passed unanimously.

4. Discuss and consider changes to the Investment Policy

Megan made a motion to change the Investment policy to read, and in all places to say, that the Treasurer will be in charge of compiling reports about the financial state of the library as opposed to the Investment Officer. Jill Traffanstedt seconded. Motion passed unanimously.

5. Discuss and consider changes to the Records Management Policy

Records Management Policy – Discussion regarding the new Records Management Policy and who would be the Records Management Officer. Currently, the office of Director of the Library is on file as the Records Management Officer.

Megan made a motion to revise the Records Management Policy as amended. Andrea seconded. Motion passed unanimously.

6. Discuss and consider changes to the Board Member Conduct Policy

Discussed the Code of Behavior for the Board of Trustees and considered a similar Code of Behavior for committee members that the Board appoints. We reviewed the 13 points listed in the Code of Behavior. We decided to revise the list, combine some items, and make some points applicable to committee members. There is a need to research under what circumstances a Board Trustee can be censored. Megan will revise the list.

7. Discuss and consider changes to the Employee Policy

Discussed holiday pay procedures for salaried employees. Megan made a motion to clarify the language in the holiday pay policy. Jill seconds. Motion passed unanimously. Megan will revise the policy.

8. Discuss and possibly appoint lay and staff rep for (Central Texas Library System) CTLS board

Discussed how to standardize the way we appointment committees.

Andrea made a motion to advertise the lay position for the CTLS Board Member, with a job description, and have the Volunteer Coordinator receive and recommend 3 candidates to the WB Board. Megan seconded. Motion passed unanimously. Applicants and their qualification should be submitted to the Board by August 9th. Need to submit our candidate by Sept 1st.

9. Discuss and consider staff/board retreat

Discussion around the dates and logistics for the annual library retreat. This meeting is advertised as open to the public, providing lunch, and accepting public input. The regular Board Meeting is held after the public input session, if necessary. The meeting is held at the Library. Donita will make an agenda. Retreat set for September 12th with lunch at 1:00 and the meeting starting at 1:45.

Megan made a motion to close the library all day on Sept 12, for the retreat. Brian seconded. Motion passed unanimously.

Discussed the Patron Survey and what additional questions to include. Survey will be offered to the public for about a month beginning in early August. Computers are set up in several locations in the library for patrons to take the survey on-line using Monkey Survey. Printed surveys are also available. The results from this survey will be available for the retreat.

Trustee Items:

The next meeting is set for Thursday, Aug 12, 2010 at 7:00 P.M.

Future agenda items:

- Need to review policies for Aug and Sept at the Aug meeting.
- Review Code of Conduct for Board and Committee Members
- Discuss how the Board will appoint people to serve on committees, and review the functions of all committees
- Discuss how to handle employee complaints that are not resolved by the Director

Directives: The Library Director is tasked to:

- Set up Abby as a new trustee
- Send out links to trustees for open meetings and public information training
- Arrange fountain installation in new location
- Verify fee limits for records management policy
- Work on agenda for board retreat
- Close library 9/12
- Update contact list and distribute

The meeting was adjourned by Megan Sylvester at 8:25 PM.

Respectfully submitted,

Jill Traffanstedt
Secretary