

Minutes Wells Branch Community Library Board Meeting Wed., Oct 6, 2010

The meeting was called to order by Megan Sylvester at 6:18 PM. Trustees present: Jill Traffanstedt, Andrea Norman, Brian Coalson, and Abby Grant. Library Director present: Donita Carlquist.

Items Received:

Monthly report delivered by Donita Carlquist, Library Director.

Monthly report received from Brian Coalson, Treasurer.

Consent Items:

- 1. September Minutes**
- 2. Refer Treasurer's report to audit**
- 3. Safety Policy**
- 4. Lone Star Library Grant**
- 5. Personnel Policies regarding holiday pay**
- 6. Circulation Policy**

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

Action Items:

1. Hard Library Cards

The best option found is through Rainbow Library Cards. Discussion followed concerning the two designs, cost, and contest details to choose designs. The contest will be publicized in November and December, and cards available in Feb for Love Your Library Month.

2. Changing operating times for Thanksgiving weekend

Megan made a motion to change the operating hours on Saturday, Nov. 27th to be 1 PM to 6 PM. Sunday will be normal operating hours. Brian amended the motion to say the new times will be publicized. Andrea seconded. Motion passed unanimously.

3. Performance Review Form

Discussed adding to the peer review form an option to choose "unknown" or "no opinion". Megan will send an email to staff requesting feedback for Donita's review. Forms are due to the Board by Nov 8th. The board also discussed a different rating method for the evaluation form.

Andrea made a motion, for the director's review, that each Board Member complete the evaluation, we obtain feedback and comments from the staff, and we review all of those items collectively and separately in preparation for the director's review in November. Megan seconds. Motion passed unanimously.

4. Short and Long Term Goals and any corresponding budget amendments

Discussed awarding bonuses for the staff.

Discussed the redistribution of funds from the current budget accounts.

Considered making an extra mortgage payment in 2010.

Andrea made the following motion concerning redistribution of funds from the current budget accounts. Move

\$5000 from payroll to line item 512
2000 from janitorial supplies to adult print
2250 from election to adult media
500 from election to kid's print
500 from election to kid's media
500 from furniture to YA and GN
150 from furniture to Library Processing
Jill seconded. Motion passed unanimously.

5. 2011 Draft Budget

Discussed and considered salaries, repair of parking lot, annual audit, and employee health insurance. It's time to ask for bids for our audit services. Adjusted the 2011 draft budget so that the Net Income is not a negative number. Also, considered that money from Regions Bank CDs will transfer when they mature in Feb and July 2011. We considered making an extra mortgage payment in July 2011.

6. Credit card machine

Megan reported that the cost of a credit card machine is not feasible at this time. However, for the future, consider that there is a free App for that (iPhones, iPad, etc.).

Trustee Items:

The next meeting is set for Sunday, Nov 14th at 6:00 PM.

Future agenda items:

By Laws
Fines and Fees Policy
Evaluation of Library Director

Directives:

- Ask Bruce if outlook can auto-forward or auto-copy
- Determine how to reset passwords in email
- Donita to do a self evaluation
- Publish contest rules for library card designs
- Find out if we have a contract for legal services
- Get bids for auditing services
- Ask for volunteers to judge the library card design contest
- Ask for volunteers for the Oct 28th inventory

- Megan to email library staff regarding director's evaluation
- Megan to review the By Laws
- Brian to update the 2010 budget
- Jill will send Brian the break out of budget items

The meeting was adjourned by Megan Sylvester at 9:18 PM.

Respectfully submitted,

Jill Traffanstedt
Secretary