

## **Minutes Wells Branch Community Library Board Meeting Tuesday, January 18<sup>th</sup>, 2011**

The meeting was called to order by Megan Sylvester at 6:23 PM. Trustees present: Jill Traffanstedt, Brian Coalson and Andrea Norman. Abby Grant was absent. Library Director Donita Carlquist was present. Library staff present: Kristin Grance and Allison Steger.

### **Items Received:**

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

Kristin provided the Board with a summary report on the summer youth programs, the cost and timing. Allison provided the Board with a summary report on adult programs and computer classes planned through May 2011.

### **Consent Items:**

- 1. Accept December Minutes**
- 2. Refer Treasurer's report to audit**
- 3. Budget Amendments for 2011 was pull off of consent for discussion.**

There was a discussion regarding the Apollo software used in the library. The concern is that staff is able to mark the book as missing or lost, but a patron cannot see these notes in the software. So, a person can have a book on hold for months and never know that the book is lost. Check and see how other libraries handle this issue. See if there is a way to not allow a patron to put the book "on hold" if the book is missing or lost. If the book is lost, it should not count in our end of year record counts. Then take action to remove the book from our catalogue, or replace the book after a reasonable time frame.

Megan made a motion to accept the minutes as distributed. Andrea seconded. Motion passed unanimously.

### **Action Items:**

#### **1. Budget Amendments for 2011**

Discussion on the following: Capital One CD has met its maturity date. Suggest we move \$50,000 from our reserves currently in Capital One savings as well as the money from the Capital One CD to a new savings account designated for reserve money. Megan recommends we accept the treasurer's report and refer to audit with changes as recommended. Andrea seconded. Motion passed unanimously.

#### **2. Landscape Committee Report**

The retaining wall repair is still unresolved. No civil engineer will come to give us an opinion. Donita asked for other suggestions and/or contractor contacts. Megan recommended TREC.

### **3. Review and possibly take action on the Collection and Fees Policy**

Andrea made a motion to accept the Collection and Fees Policy with the addition of “see Circulation Policy as regards to maximum fine”. Jill seconded. Motion passed unanimously.

### **4. Review and possibly take action on Contracts for Summer Programs**

Discuss outside contracts for programs offered at the library. How should we handle / display/ advertise programs at the library that are run by outside companies? Treat all contractors the same. We will allow brochures to be displayed for companies that we have contracts with to provide services. Classes can be listed in the e-news newsletter. There could be a conflict with space availability regarding overlapping days for Leggo and Wooden It Be Wonderful. We discussed the location for contractors to have classes, and we think that the meeting room area is the appropriate place for such classes. No action taken on the two pending contracts.

Megan made a motion that we ask Donita to discuss with the contractors a non-recourse clause, a severability clause, the idea of changing meeting day and/or space and propose alternate meeting space, deleting links from our website, deleting storage space, and any other items that might come up. Andrea seconds. Motion passed unanimously.

### **5. Review and possibly take action on the Reservation of Study Rooms**

We considered implementing an idea taken from the Round Rock Library involving white boards placed outside each study room. The original problem seems to have resolved itself, and it's not a problem anymore. No action was taken as it does not seem necessary now.

### **6. Review and possibly take action on the Patron Behavior Policy**

Megan made a motion to approve the Patron Behavior Policy. Brian seconds. Motion passed unanimously.

### **7. Pulled from Director's Report - Review Auditor's Contract**

Megan made a motion to approve the Auditor's Contract with the recommendation that it be due April 15<sup>th</sup>. Jill seconds. Motion passed unanimously.

### **8. ED Review, board will go into executive session pursuant to Chapter 551074 of the Texas Government Code to discuss the Director's review**

Action taken: Director's review was approved with a salary increase and a bonus.

#### **Trustee Items:**

**The next meeting is set for Sunday, February 27<sup>th</sup> at 5:30 PM**

#### **Future agenda items:**

- Review Fund Raising Policy/Plan – Invite FOL to attend
- Review Personnel Policy
- Review 3<sup>rd</sup> party contracts
- Review Complaint Policy
- Review Program and Reference Policy
- Discuss the Audit

- Legislative Day Update

**Directives for Donita:**

- Post the approved policies
- Review and discuss Leggo Contract
- Get another opinion on the parking lot problem
- Apollo update on the problem of missing items. What are other libraries doing?
- Andrea will write a letter for Megan stating that she does not receive compensation from the WBCL in her role as President of the Board of Trustees.
  
- Brian – make changes to the budget
- Megan – Send Donita the wording for the summer contracts concerning non-recourse and severability (Item #4)

The meeting was adjourned by Megan Sylvester at 8:20 PM.

Respectfully submitted,

Jill Traffanstedt  
Secretary

2/14/11