

## **Minutes Wells Branch Community Library Board Meeting Tuesday, May 3, 2011**

The meeting was called to order by Andrea Norman at 6:35 PM. Trustees present: Jill Traffanstedt, Brian Coalson, Abby Grant and Andrea Norman. Library Director, Donita Carlquist was present. Two citizens were present, Roberta Mankowski, and Archie Montemayor. Megan Sylvester was absent, and the meeting was conducted by Andrea.

### **Items Received:**

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

### **Consent Items:**

1. Accept minutes as distributed
2. Refer treasurer's report to audit with corrections
3. Budget amendments for 2011
4. Accept Director's report
5. Approve Changes to Interlibrary Loan Policy as distributed
6. Approve updated volunteer Policy as distributed

### **Action Items:**

- 1. Receive and accept audit report.** The annual audit was reviewed and presented by Archie Montemayor of Montemayor Hill & Company. He discussed several key items in the report. There were no significant errors or corrections. Donita pointed out some spelling and grammatical errors. The auditor will make those corrections and submit the final report in a week. Several times, Archie praised Donita for her excellent record keeping and attention to detail. The auditor finished at 7:10 and left the meeting. Brian made a motion to accept the auditor's report. Jill seconded. Motion passed unanimously.
- 2. Discuss and approve fundraising plan from newly formed fundraising committee.** Moved to next month.
- 3. Discuss and take action on Acquisition and Material Control Policy.** Moved to next month
- 4. Discuss and consider closing the library and/or parking lot for 2 days during repair.** The Board decided it would be best for public safety, and for the requirements of the contractor, to close the library for two days. This is necessary to seal and paint the parking spaces. We discussed the need to advertise well ahead of time, and to move the routine inventory process to occur during these days. Brian made a motion to close the library on June 8<sup>th</sup> and 9<sup>th</sup> for parking lot repair and to move the inventory to these dates. Jill seconded. Motion passed unanimously.

- 5. Discuss and take action on the purchase of additional shelving for picture books, replacement chairs for the board room, and the implementation of a patron fax machine.** Shelving will cost about \$1,433. The high back chairs will be about \$710. We also discussed the contract and services offered by Televend Services, Inc., the company being considered to install and maintain a patron fax machine. Andrea made a motion to purchase the shelving bins for the children's library, order chairs for the board room and contact Televend Services to install a fax machine. Brian seconded. Motion passed unanimously.

**Future agenda items:**

- Patron computer policy
- Fundraising Committee
- Acquisition and Material Control Policy
- Swearing in of new Board Member

**The next meeting is set for Monday, June 6<sup>th</sup> at 6:30.**

The meeting was adjourned by Andrea Norman at 7:45 .

Respectfully submitted,

Jill Traffanstedt  
Secretary

Draft 6/4/11