

## **Minutes Wells Branch Community Library Board Meeting Tuesday, September 13, 2011**

The meeting was called to order by Megan Sylvester at 6:26 PM. Trustees present: Jill Traffanstedt and Roberta Mankowski. Library Director, Donita Carlquist was present.

### **Items Received:**

Monthly reports delivered by Donita Carlquist, Library Director.

### **Consent Items:**

1. Citizen Comments, limited to three minutes unless more time is granted by meeting chair
2. Accept minutes as distributed
3. Refer treasurer's report to audit
4. Budget amendments for 2011
5. Accept Director's report
6. Accept Donation Policy as distributed
7. Accept Collection Development Policy as distributed

Pulled items 3, 5 and 6 from consent for discussion.

### **Budget amendments:**

Net change to each area is 0. Funds are being moved from one sub-section to another in the same general budget category.

### **Staffing Budget:**

\$500 from employee retirement (518) to team building (514)

\$50 from employee retirement (518) to EAP workers assistance program (5134)

### **Materials Budget:**

\$1000 from adult books (521) to library processing materials (526)

\$1500 from adult books (521) to adult media (523)

### **Programs Budget:**

\$300 from adult programs (532) to summer programs (534)

### **Office Supplies Budget**

\$250 from postage (543) to printer supplies (5421)

\$100 from postage (543) to mileage (544)

### **Technology Budget**

\$500 from software (555) to webhost/subscriptions (552)

\$2000 from staff network (557) to patron network (556)

### **Facilities Budget**

\$6000 from repairs/maintenance (573) to janitorial supplies (574)

\$1000 from repairs/maintenance (573) to security (564)

\$265 from repairs/maintenance (573) to insurance on building (563)

\$750 from repairs/maintenance (573) to trash pick-up/water (566)

Jill made a motion to accept the minutes, the budget amendments and the Collection Development Policy. Roberta seconds. Motion passes unanimously.

**Items for discussion:**

1. Discuss Treasurer's report – Donita submitted a budget report because we did not have a treasurer's report. The director has contacted the comptroller concerning the drop in revenues, and the comptroller indicated that we are down on collections from sales tax because of one business in our district. We do not know which business or why. Grant acquisitions are up, meeting room rentals are up; we are okay for now. Megan suggests, that for planning purposes, we consider a 5% cut in our budgeted sales tax income for next year.
2. Discuss Director's report – Megan gave Donita kudos on the acquisition of the grants from Texas Reads and Target. Two new employees have been hired, Katherine and Charlotte.
3. Discuss Donation Development Policy – After some discussion about the wording of “the library will not accept old books”, Megan made a motion to change the wording to “generally” we will not accept these things...” This will be to cover the possibility of receiving a donation of an old classic book. Jill seconded. Motion passed unanimously.

**Action Items:**

1. Discuss and take action on Intuit transfer and possibly sign new contract - Contract was not delivered on time. No discussion or action taken.
2. Discuss and take action on agenda and plan for annual retreat October 2<sup>nd</sup> – We discussed the food, the agenda, and the activities.
3. Discuss possible update of mission statement – Current mission statement: *The mission of the Wells Branch Community Library is to provide access to reference and reading materials and programs in the form of print or other media to people within the Wells Branch Community and neighboring areas.* Donita found other library mission statements like “provide experiences to inspire, inform, and entertain”. Another was simply “information, ideas and interactions”. We decided to include this as an activity during the retreat. Develop several ideas for the Mission Statement. Add another flip chart to the retreat and provide a special star to vote for the Mission Statement/catch phrase.
4. Discuss trustee committee memberships – No action taken.
5. Discuss and take action on changes to election schedule and trustee terms of office – We want to keep board members alternating years. Change election to be Nov 2012, which is the uniform election date for our neighborhood MUD Board and other elections. Jill, Megan and the new person will be up for re-election Nov 2012. Our By-Laws say “uniform election date”, and so no motion was necessary. Other two positions (Roberta and another new person) will expire Nov 2013. Donita – please post these positions. Applications due Oct 1<sup>st</sup>.

6. Discuss and possibly take action on issues surrounding patrons such as but not limited to smoking on library property and library staff as required reporters –  
Megan made a motion to ban smoking from Library grounds while the burn ban is in effect for Travis County. Jill seconded. Motion passed unanimously.
7. Discuss and take action on patron computer issues and management software options and any related budgetary needs – Patron computers are all working with the new software. Budget items were passed by consent.

**Trustee items:**

1. Andrea Norman resigned and agreed to help with the transition of a new Board Trustee. Discussed with Roberta the duties and responsibilities of the Treasurer. Roberta will volunteer to take over the responsibilities of the Treasurer.
2. Jill and Roberta will get signature authority on the Regions and Capitol One accounts

**Future agenda items:**

Are library staff required to report of child abuse?  
Consider options for the Regions CD that is maturing Oct 13<sup>th</sup>.  
Applications for new Board Trustees  
Discuss a preliminary budget  
Move the Technology Use Policy and the Trustee Code of Conduct Policies  
Consider review of some Library Policies every two years, instead of every year

**The next meeting will be after the annual retreat, Oct 2<sup>nd</sup>, at approximately 4:00.  
Tentatively, we will also meet Oct 25<sup>th</sup>.**

The meeting was adjourned by Megan Sylvester at 7:50 pm.

**Action Items:**

Donita –  
Request from the Comptroller the name of the business that is behind on sales tax  
Suggest a list of possible cuts from the budget to Megan by Sept 28th  
Offer half price fines in December to patrons when they bring a donation to the Food Bank.  
Post positions for Board Trustees

Megan – research the question- are library staff required to report suspicions of child abuse?

Jill and Roberta – get access to the bank accounts  
Discuss and take action on Intuit transfer and possibly sign new contract

Respectfully submitted,

Jill Traffanstedt  
Secretary