

Minutes Wells Branch Community Library Board Meeting Tuesday, October 25, 2011

The meeting was called to order by Megan Sylvester at 6:22 pm. Trustees present: Jill Traffanstedt and Roberta Mankowski. Library Director, Donita Carlquist was present. The following citizens were present: Karen Mappin and Faye Cormier.

We first took action on items #1 and 2 in order to include the new Board Trustees on voting rights for this meeting.

Consent Items:

1. Citizen Comments
2. Accept minutes as distributed
3. Refer treasurer's report to audit
4. Budget amendments for 2011
5. Accept Director's report

Megan made a motion to accept the minutes as distributed. Jill seconded. Motion passed.
Megan made a motion to refer treasurer's report to audit. Karen seconded. Motion passed unanimously.
Donita reviewed the director's report. Megan made a motion to accept the director's report. Jill seconded.
Motion passed.

Action Items:

1. Accept resignation of trustee Andrea Norman – accepted the resignation of Andrea Norman as sent in an email to Donita dated 9/13/11.
2. Swear in trustees Karen Mappin and Faye Cormier – These citizens took the Oath of Office and were officially sworn in as Board Trustees.
3. Discuss possible update of the mission statement - deferred to next meeting.
4. Discuss trustee committee membership(s). Megan explained the Board officer's positions and Committee functions. After some discussion, the WBCL Board Trustee officers and Committee Board members are: Megan – President; Roberta – Vice-President; Jill – Secretary, Karen – Treasurer. Faye - liaison to the Friends of the Library (FoL).
The officers are listed at the end of these minutes will have signature authority on all bank accounts; to open accounts, make book transfers and withdrawals, to request and receive information on all accounts, and to execute any documents necessary for these purposes. The officers are listed at the end of these minutes.

Committees:

- Image – Roberta
- Facilities – Jill
- Internal Affairs – Faye and Megan

Fundraising – Jill and Faye

Finance – Karen and Megan; Brian Coalson is the Finance Committee Member.

Operations – Karen

Megan made a motion to approve the officers and committee members as stated. Roberta seconded. Motion passed unanimously.

5. Discuss and take action on changing the review schedule for policies – Donita presented a list of policies and procedures that could change and be reviewed annually, or every other year. Megan suggested that we move Donita's review to January. That means the library staff would review Donita in December. Donita should do her review in December also. Megan made a motion to accept the new schedule for policies, procedures and annual tasks. Karen seconded. Motion passed unanimously.
6. Discuss and consider the circulation policy as it relates to the grace period for overdue print materials – Right now, the library has a policy to give a 3 day grace period before accessing overdue fines on printed materials. There is no grace period for overdue DVDs. The library staff says patrons are confused about what materials have a grace period. We could have no grace period; we could change the dollar amount of the fine. Can we send an email on the due date? We could consider a one day grace period on everything. Overdue fines are not a big source of revenue, but fines block an account.
7. Consider a DEAR (drop everything and read) day at the library – April 2012. The Board likes this idea. Referred to the Image Committee.
8. Discuss and take action on library staff as required reporters – Megan researched this question through the Department of State Health Services (DSHS) and the Texas Family Code Act. Bottom line is that library staff are not required reporters. However, everyone in Texas is required to report child abuse. There are different and more involved reporting requirements for professionals in specific jobs, and if a person is a Contract Provider to DSHS. There is some specific wording and various ways to report that should be incorporated into our policies, and possibly some specific training for the Director. Megan will work with the Internal Affairs committee to change our policy when this is due for review.
9. Discuss draft budget for 2012 – Donita sent out a draft with a 10% decrease overall, which accounts for sales tax being down 6% for 2012. We are short \$5,000, and we think grants and donations will be over \$5,000 next year. We received our library accreditation from the state. We discussed some specific line items. The following people have signature authority on the checking accounts – Megan, Roberta, and Jill. We need to add Karen. The CD that matured in October at Capital One was transferred into saving.

Trustee items:

1. Announcements by Board members – none
2. There is a Holiday Volunteer Appreciation party Nov 12th at 2.
3. We all exchanged cell phone numbers

Future agenda items:

- Mission statement
- Annual review process for Donita
- Budget
- By Laws and meeting schedule of the FOL
- Christmas Bazar

Finance committee will meet next week on Sunday, Oct 30th at 3:00.

The next Board meeting will be Tue, Nov 15th at 6:15, or as alternate, Nov 29th.

The meeting was adjourned by Megan Sylvester at 8:30 pm.

Action Items:

Megan – Look for the FoL By Laws. Review the procurement policy/guide. Meet with Finance committee. Check with the “crafty people” (ETSY) to post on their blog. Can we have meetings via conference call? Look up the policy on getting a quote for an auditor.

Karen – call Archie, the auditor.

Faye – talk to the FoL about their next meeting.

Donita – ask for information on library auditors. Send out mission statement ideas.

Signature authority for WBCL Bank Accounts:

President – Megan Sylvester _____

Vice President – Roberta L. Mankowski _____

Secretary – T. Jill Traffanstedt _____

Treasurer – Karen V. Mappin _____

Respectfully submitted,

Jill Traffanstedt
Secretary

Revised 11/26/11