

Minutes Wells Branch Community Library Board Meeting Tuesday, November, 15, 2011

The meeting was called to order by Megan Sylvester at 6:17 pm. Trustees present: Jill Traffanstedt, Karen Mappin and Fay Cormier. Roberta Mankowski was absent. Library Director, Donita Carlquist was present.

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 would like to pull Budget amendments, treasurer's report and the Director's report for discussion.

Jill made a motion to approve the minutes and the Directors report. Karen seconded. Motion passed.

Action Items:

1. Discuss possible update of mission statement – move to future agenda items
2. Discuss and take action on the draft budget for 2012 as presented by the finance committee - Finance committee met. Treasurer reported on the changes that were made. Karen made a motion to accept the changes and approve the budget for 2012. Faye seconded. Motion passed.
3. Discuss and take action on holiday closures – History shows that the library is typically empty the day after Christmas, and so Donita proposed a late opening. Jill made a motion to open the library at 12:00 pm on Dec. 26th and that we close on New Year's Day. Karen seconded. Motion passed.
4. Discuss and take action on the renewal policies for insurance including staff medical coverage and the library's coverage with Texas Municipal League – Karen suggests that we increase the coverage to \$1.2 million dollars for the building and the contents. A discussion followed about increasing the coverage and the costs associated. Donita will follow up. The medical coverage is okay. Megan made a motion that we accept the staff recommended medical and library coverage and increase coverage level to \$1.2 million as long as the increased coverage does not increase the cost of coverage by more than 15%. Karen seconded. Motion passed.
5. Discuss and take action on a contract with an auditor for 2011 – We sent out 4 and 3 were returned. Megan recused herself from the discussion. Karen led the discussion to review the differences in bid proposals. Donita requested that there be a decision before the end of the year so that the 2011 books can be closed and journals entered properly. Karen made a

motion to hire West, Davis and Company, LLP for our annual 2011 audit. Faye seconded. Motion passed with one abstention.

6. Discuss the Friends of the Library – Faye has made repeated attempts to contact the FOL via phone calls and email, with no response.
7. Discuss and take action on the director's annual review – The Board went into executive session to discuss the director's annual review. Her review will be done in January. We came back into regular session at 7:55 p.m.

These are budget items for 2011 to move around.

\$9000 from 573 to retained earnings or reserves.

\$2000 from 516, \$1000 from 518, \$2800 from 5135, \$1500 from 5136 into bonuses -512

\$900 from 553 (technology maintenance) to 552 (webhost and subscriptions)

\$800 from 556 (patron network) to 557 (staff network)

\$200 from 596 (WBNA news) to 533 (special programs)

\$600 from 596 (WBNA news) to 567 (furniture) to cover the costs of posters, frames, and printing pictures for library beautification

We reopened Consent Item #4 – Budget amendments for 2011. The Board directed Donita to take \$4,000 and distribute it among the staff based on years of service, weekly hours and peer review with a maximum of \$800 and a minimum of \$50. Jill made a motion to move \$5,000 to bonuses and \$2,300 to retained income. Karen seconded. Motion passed.

Trustee Items:

1. Announcements by Board members
2. Future Agenda Items:
 - Mission Statement
 - Review 2012 Calendar
 - Review the Trustee Code of Conduct
 - Hiring policy

The next Board meeting will be Tue, January 3rd at 6:15, or as alternate, Jan 8th.

The meeting was adjourned by Megan Sylvester at 8:14 p.m.

Respectfully submitted,

Jill Traffanstedt
Secretary

Final
12/22/11