

Minutes Wells Branch Community Library Board Meeting Monday, June 6, 2011

The meeting was called to order by Megan Sylvester at 6:38 PM. Trustees present: Jill Traffanstedt, Abby Grant and Andrea Norman. Library Director, Donita Carlquist was present.

Items Received:

Monthly report delivered by Donita Carlquist, Library Director.

Monthly Treasurer's report was not received. Next month we will review two months.

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. Approve Memorandum of Understanding for Austin Community College ESL classes
7. Approve Community Posting, Patron Computer Use, and Proctor policies as distributed

We will pull items 6 and 7 for discussion.

Megan made a motion to approve consent items 1 through 5. Motion passed unanimously.

Action Items:

1. **Administer Oath of Office to new trustee** – moved to July.
2. **Determine offices for trustees** – moved to July.
3. **Discuss and approve fundraising plan from newly formed fundraising committee** – Andrea outlined the Art Gala for Children and Adults. The Kick Off party will be July 15th and the end of summer party is August 13th. We set the price of the canvases to be \$10 for children, \$20 for adults (18 and over). We suggested the art theme to be "your favorite book". The children's librarian needs money for a pre-school science program. This will be the goal of the Art Gala, and we will have a donation box for this special fund raising project also. Andrea will call and try to get donations for prizes from our local businesses.
Donita also suggested we do an Annual Fund Raising Campaign and send out letters in November.
4. **Discuss and take action on Acquisition and Material Control Policy** – move to July.
5. **Discuss and consider renewal, cancellation, and/or purchase of subscription databases** – Andrea made a motion to direct Donita to drop the EBCO Hobbies and Crafts databases and promote the Mango languages more. Megan seconded. Motion passed unanimously.

6. **Discuss and accept changes to Green Policy** – Andrea made a motion to accept the Green Policy with changes. Jill seconded. Motion passed unanimously.
7. **Discuss and consider amendment to the contract with Wooden it be Wonderful to extend dates of contract** – Andrea made a motion to extend the Wooden it be Wonderful contract to August 19th. Abby seconds. Motion passed unanimously.
8. **Discuss and consider changes to and/or clarification of Personnel Policy** – Jill made a motion to change the policy to say 25 sick days. Andrea seconds. Motion passed unanimously.
9. **Approve Memorandum of Understanding for Austin Community College ESL classes** – Megan made a motion to add the “force majeure clause” to this contract. Andrea seconded. Motion passed unanimously. Contract is approved with changes.
10. **Approve Community Posting, Patron Computer Use, and Proctor policies as distributed** – Megan made a motion to approve the Patron Computer Use and Proctor policies as distributed, and the Community Posting with changes. Andrea seconds. Motion passed unanimously.

Future agenda items:

Research legislation about changing election dates of libraries and MUDs.
Administer Oath of Office and determine offices for trustees
Discuss *In a Pickle* document – various policies in other libraries
Discuss Donita’s Fundraising Goals
Review Records Management Policy
Review Acquisition and Material Control Policy
Discuss Annual Retreat
Appoint Investment Officer

The next meeting is set for Sunday, July 24th at 6:00

The meeting was adjourned by Megan Sylvester at 7:40 PM.

Respectfully submitted,

Jill Traffanstedt
Secretary