

## **Minutes Wells Branch Community Library Board Meeting Monday, Feb 20, 2012 at 6:15**

The meeting was called to order by Megan Sylvester at 6:15. Trustees present: Megan Sylvester, Jill Traffanstedt, Roberta Mankoswki, Karen Mappin and Faye Cormier. Library director Donita Carlquist and staff member Etta Sanders were present. Three citizens were present: Debby Thompson and Scott Smith.

### **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
5. Accept Director's report
6. Accept Committee Reports
7. Accept Fines and Fees Policy- revised
8. Accept Patron Computer/Internet Policy- revised
9. Accept Disaster Policy/Plan- revised

Pull from consent for discussion, items 1,3, 5, 7, and 8.

After some discussion, Karen made a motion to approve items 2, 4, 6, and 9. Roberta seconded. Motion passed unanimously. The Board asked for clarification on items 5, 7, and 8. After some discussion, Megan made a motion to accept the consent items. Karen seconded. Motion passed unanimously.

Scott Smith came to invite the Board to attend the first meeting planning session to develop a new vision for the Wells Branch community. This meeting takes place on 3/25 at 10:00 a.m. in the Wells Branch Community Center.

### **Action Items:**

1. Discuss use of meeting rooms by neighborhood/community groups - There was a request for consideration that certain neighborhood groups use the library meeting rooms without paying fees. The MUD offers free meeting rooms space for certain community groups. Some groups get free meeting room space if they do some neighborhood volunteer work. The library meeting rooms are frequently reserved, and the director expressed concern regarding distinguishing which groups qualify for this consideration and which don't. No action was taken.
2. Library needs a group to work together to do fund-raising, recruit members and do some outreach. First goal is to get a Friends of the Library (FOL) Board. Megan encourages us to follow the FOL By- Laws to re-establish this group. The FOL Board that was established several years ago is no longer active, and so Faye will proceed with starting a new group. Etta will include a notice in the Library Newsletter, and the MUD will advertise it on their web site.
3. Discuss and take action on received RFPs for private, paid summer camps. There are three proposals - Art Camp, Lego Camp, and Spanish Immersion Camp. The Art Camp proposal does not meet the percent needed to collect the meeting room rental rate. The Board agrees that the Art Camp RFP needs to meet the requirements to pay for the meeting room rental, and they should be given an opportunity to resubmit the RFP. Megan made a motion to enable the Director to negotiate and contract with the three providers to provide summer camp classes at the library. The contracts should meet the requirements to collect the regular FOL cost meeting room cost. Karen seconded. Motion passed unanimously.
4. Discuss and take action on purchase of window coverings/tinting for upper windows. The staff recommends Shades of Texas. Karen asked that we talk to customers who have used this company and get references. Karen made a motion to approve the purchase of window coverings with Shades of Texas. Jill seconded. Motion passed unanimously.
5. The staff reviewed three proposals and they recommend we work with Regions Bank to acquire merchant services. The Finance Committee and the Facilities Committee agree. Karen made a motion that we accept the Regions Bank proposal for merchant services. Faye seconded. Motion passed unanimously.
6. Review Long Range Plan and any necessary updates. – No discussion. Moved to next month.

7. Review potential alternatives to increase interest and reduce financial costs. Right now, with Regions Bank, we have a Business Account. The finance committee proposes that we change it to a Life Green Checking Account. Switching to this account will give us a little bit higher interest rate. Megan cautions that we be aware of time lines, and any other obligations for this account. Megan made a motion to allow the Finance Committee to enter into this new account now in case there is a timeline restriction, otherwise, we can discuss at the next meeting. Roberta seconded. Motion passed unanimously.

**Trustee items:**

1. Announcements by Board members;
2. Future agenda items;

**Agenda Items for Next Time:**

Long Range Plan  
Regions Bank  
Audit  
Recommendations from Personnel Committee  
Change Patron grace period to 1 day ?  
Review the policy/procedures for coverage during vacations or FMLA (Personel Policy)  
Life Green Checking Account

Next meeting set for Tuesday, **April 17<sup>th</sup> at 6:15.** Dinner from Chon Sum. (Roberta)  
Fundraising committee meets at 5:15.

Meeting was adjourned at 7:46.

Respectfully submitted,

Jill Traffanstedt  
Secretary, WBCL

Final 4/2/12