

Minutes Wells Branch Community Library Board Meeting Tuesday, April 17, 2012 at 6:15

The meeting was called to order by Megan Sylvester at 6:20. Trustees present: Megan Sylvester, Jill Traffanstedt, Roberta Mankoswki, Karen Mappin and Faye Cormier. Library director Donita Carlquist was present and library staff member, Etta Sanders. Two citizens were present, Gary Davis and Gus Kohn.

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

Pull from consent item 4 for discussion. Jill made a motion to approve the consent agenda items except for #4. Faye seconded. Item #4 we will pull for discussion. Motion passed.

Action Items:

1. Discuss and accept report from independent auditor Gary Davis. Mr. Davis with West, Davis & Company, presented the audit report. Karen made a motion to accept and approve the audit. Faye seconded. Motion passed.
2. Discuss the Friends of the Library (FOL) including upcoming events and membership. Gus gave an update on the progress of formulating a FOL. Some Board members have been selected. We discussed the Ice Cream Social, planned for April 29th, at 5:00 pm. Library Board members and FOL Board will serve ice cream. This will be a kick off for a membership drive. There are various levels for single, family, and senior members ranging from \$5 - \$25. There are ideas for corporate memberships too and ways to raise money. Faye arranged for child care, story time, crafts, and a movie. Jill, Donita, and Scott are presenting library history, where we are now, and FOL news. We will also post Bandit signs to advertise the event.
3. Discuss and consider 'Resolution for the Extension of Terms' for trustees to accommodate the change to the election schedule from May to November elections. Jill made a motion to resolve to extend the terms of the terms of office to accommodate the change to the election schedule from May to November elections. Roberta seconded. Motion passed. Documents were signed.
4. Discuss and consider updates to the Personnel Policy as distributed. Several changes were purposed because of changes in the law. These were in the sections related to Family and Medical Leave, Staff Development, and Jury Duty. Karen made a motion to approve the Personnel Policy with changes as discussed. Faye seconded. Motion passed.
5. Discuss and take action on short term disability coverage options. Donita is trying to get some clarification from our long term disability insurance company, Aetna, to compare with the short term disability quotes. Disability insurance is only available for full time employees, which is 4 people. All must take this option for coverage. Options are for either 26 or 13 weeks; annual cost is \$1,992 or \$1,488. The discussion was to consider including this in the budget, or have the employees pay a portion out of pocket. No action was taken.

The Board went into Executive Session at 7:37 and back in regular session at 7:58.

Megan made a motion, that as a reward for Donita's great work and dedication, we grant her 120 hours of comp time to be used by the end of the year. Motion passed.

Break. Board came back in session at 8:01.

6. Discuss and take action on director's upcoming leave and coverage. Donita presented two options for part time work upon returning from maternity leave. Both were deemed acceptable provided that the board is kept informed.
7. Review Long Range Plan and any necessary updates. Megan suggested that Donita review the Long Range Plan from the state library and compare to ours to make sure ours is complete. No action taken.
8. Discuss and consider changes to the circulation policy concerning the grace period for overdue items. We all agree that the grace period should be the same for all items (movies, books, etc.). Karen made a motion to make the new grace period two days, effective for all items, beginning June 1st, or later. Faye seconded. Motion passed. Megan made another motion to make the new two day grace period go into effect June 1, or later. Karen seconded. Motion passed.
9. Discuss and take action on redistribution of funds for the CD at Region's Bank expiring in May. The finance committee recommends that we make an extra mortgage payment with this ~\$31,000 CD. A mortgage payment is \$22,500. Karen made a motion to use this ~\$31,000 to make an additional mortgage payment. Jill seconded. Motion passed.
10. Discuss schedule of membership fees for the Central Texas Library System. The CTLS is implementing a fee schedule for membership, but the benefits are still being formulated. There are different membership levels (\$300 or \$600). Megan recommended we opt for the \$300 level. Donita says we can wait for more information. No action was taken.

Trustee items:

1. Announcements by Board members;

Agenda Items for Next Time:

Review Long Range Plan
Fund Raising Committee
Texas version of HIPAA Laws
Short Term Disability
Regions Bank CD
Capitalization Threshold for depreciation
Membership Fees for CTLS

Next meeting set for May 15th at 6:15.

Meeting was adjourned at 8:34.

Respectfully submitted,

Jill Traffanstedt
Secretary, WBCL

Final 5/9/12