

**WELLS BRANCH COMMUNITY LIBRARY DISTRICT Minutes**  
**February 17, 2013**

The meeting was called to order by Megan Sylvester 5:30 PM. Trustees present: Megan Sylvester, Roberta Mankowski, Jill Traffanstedt, and Faye Cormier. Library Director, Donita Carlquist-Ward was present, and Library bookkeeper/ administrator, Etta Sanders. One citizen, Wanda Holcombe, was present.

Megan asked to move item 4 for discussion. Megan made a motion to accept the consent items. Jill seconded. Motion passed.

**Consent Items:**

1. Accept minutes as distributed.
2. Refer treasurer's report to audit.
3. Approve budget amendments.
4. Accept Director's report to include goals for 2013.
5. Approve updated Patron Behavior Policy.
6. Approve updated Patron Computer and Internet Use Policy and Computer Use Agreement.
7. Approve updated Safety and Disaster Policy.

Because of the library's increased use of the wireless services, Donita would like to investigate devices that track services, like the number of log-ins per day. The Patron Computer and Internet Use Policy and Computer Use Agreement and the Safety and Disaster Policy were approved.

**Action Items:**

Appoint Wanda Holcombe to the vacant trustee position and administer the Oath of Office. Megan administered the Oath. Wanda is now a Board Member.

Discuss and take action on trustee committee membership and positions to include financial officer appointment and required financial training. We will post this position on our website and other media, and put a closing date of three week from the posting date. We discussed the other committees: Facilities, Internal Affairs, Operations, and Image. Wanda volunteered for the Image and Operations Committee. Faye – Operations. Jill – Finance and Facilities. Roberta – Image. Megan – Finance and Internal Affairs.

Discuss and take action on Friends of the Library items and activities. – Faye gave an update. Another fund raising garage sale is scheduled for May 4<sup>th</sup>.

Discuss and take action on letter from Comptroller dated November 26, 2012. Megan spoke to a lawyer versed in administrative law. This was in reference to a letter we received from the Comptroller that says they overpaid us and they want us to pay it back. We have researched this, and spoke to our friends in EMS who have a similar letter. Megan made a motion that we send a letter that says we will pay 5% of our monthly income from the taxes to pay the debt. This will be our payment plan. Faye seconded. Motion passed. (5% is about \$2,500/month, which would pay back the debt in about 10 years.)

Discuss and take action on updates and repairs to the meeting room facility and quiet reading room to include any necessary budget amendments. We discussed a plan to close the meeting room facility to replace the floors. Preliminary estimates are \$15,500. Megan made a motion to open negotiations for a contract with House and Earth to replace the flooring in the meeting room facility. Wanda seconded. Motion passed.

Discuss and take action on changing the date for the 2<sup>nd</sup> quarter inventory closure. Jill made a motion to change the library inventory date from April 28<sup>th</sup> to April 21<sup>st</sup>. Faye seconded. Motion passed.

Discuss and take action on posting a RFP for private summer camps. We will use the same contract as last year, and send an email to those that participated last year. Megan made a motion that we accept the RFP as written. Roberta seconded. Motion passed.

**Trustee items:**

1. Announcements by Board members.  
Faye is now a Library Volunteer.  
Megan has not seen any library related legislation.
  
2. Future agenda items:  
Board Member offices  
Discuss Investment Officer  
Policies?

Next meeting March 26<sup>th</sup> at 6:30. Roberta is arranging dinner.  
Meeting adjourned at 6:40 PM..

Recorded B 03