

WELLS BRANCH COMMUNITY LIBRARY DISTRICT Minutes
Tuesday, March 26, 2013 at 6:30 PM

The meeting was called to order by Megan Sylvester at 6:35 PM. Trustees present: Megan Sylvester, Roberta Mankowski, Jill Traffanstedt, Faye Cormier and Wanda Holcombe. Library Director, Donita Carlquist-Ward was present, and Library bookkeeper/ administrator, Etta Sanders. Two citizens were present, Gus Kohn and Scott Smith.

Consent Items:

These may be approved collectively or individually. Any of these items may be pulled for discussion upon the request of any Trustee.

1. Accept minutes as distributed.
2. Refer treasurer's report to audit.
3. Approve budget amendments.
4. Accept Director's report to include updates on facility repairs.
5. Accept committee reports.

Megan wanted to pull items 3, 4 and 5 from the consent agenda.

Megan made a motion to approve the minutes and the treasurer's report. Roberta seconded. Motion passed.

Action Items:

Discuss and take action on trustee positions to include financial officer appointment and required financial training. Megan made a motion to approve Edward Peterson as our financial officer. Jill seconded. Motion passed. Wanda volunteered to serve as Secretary. Jill will serve as treasurer. The rest of the offices will remain unchanged with Megan as President, Roberta as Vice President, and Faye as Friends Liaison.

Discuss and take action on Friends of the Library items and activities. Garage Sale May 4th. FOL meeting - April 7th at 2:30. Member appreciation day sometime in April. Wells Branch Merchants Association is meeting, partnering with the ESD.

Discuss and take action on letter from Comptroller dated November 26, 2012. We owe about \$300,000. In several conversations, and a follow up letter, Megan proposed a pay schedule. This is to pay a smaller amount monthly through 2013, and then a larger amount for the remaining years. We will pay this off over 60 months. The payment gets made to the Comptroller by them taking out the money before paying us. Faye and Megan have some ideas about negotiating the payment and/or writing into the Agreed Payment Plan a contingency for drastic income decrease. Megan will continue to work with them.

Discuss and take action on updates and repairs to the meeting room facility and quiet reading room to include any necessary budget amendments. Quiet reading room will be painted soon, and the meeting rooms will be painted and flooring replaced during the weeks surrounding the Memorial Day holiday.

Discuss and take action on private summer camps. One is the Lego camp from Learning Fun 101, the second is a Project Management for 5th Grade and up called Raspberry Pi. There is a time conflict between the two. Some board members are concerned about adults working with children

and background checks. Donita will check with other libraries and our insurance carrier. Megan made a motion to approve proposal for Learning Fun 101 (the first proposal received), and for Donita to negotiate with Raspberry Pi on alternative times for the summer camp. Wanda seconded. Motion passed.

Discuss and take action on changes to personnel policy. – No discussion, no action taken.

Discuss and take action on updates to Meeting Room Policy. Megan made a motion to approve the changes to the Meeting Room Policy as distributed. Roberta seconded. Motion passed.

Discuss and take action on allowing the Garden Guild or another local group to use the grassy area near the monument sign as a Farmer's Market. No action taken.

Discuss and consider use of software or hardware to track and/or monitor wireless internet usage. Donita is researching software and hardware options.

Discuss and take action to increase the hours for the administrative assistant to 35 per week for up to 12 weeks and adjust the budget accordingly. Megan made a motion to increase the hours for the administrative assistant. Roberta seconded. Motion passed.

Megan made a motion to approve the director's report and the committee reports. Wanda seconded. Motion passed.

Trustee items:

1. Announcements by Board members;
2. Future agenda items:
 - Comptroller Sales Tax letter
 - Auditor's Report

Next Meeting – April 23rd at 6:30
Adjourned at 8:15.

Respectfully yours,

Jill Traffanstedt
Treasurer, WBCL