

WELLS BRANCH COMMUNITY LIBRARY DISTRICT MINUTES
Tuesday, January 8, 2013 at 6:30 PM

The meeting was called to order by Megan Sylvester 6:40 PM. Trustees present: Megan Sylvester, Roberta Mankowski, Jill Traffanstedt, and Faye Cormier. Library bookkeeper/administrator, Etta Sanders, was present, and Library Director, Donita Carlquist-Ward. Two citizens were present: Wanda Holcombe and Scott Smith.

Megan asked to pull consent item #1, #3, and #7 to discuss with action items. Megan made a motion to approve the consent items pulling #1, #3, and #7. Faye seconded. Motion passed.

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
5. Approve updated Reference Policy
6. Approve updated Programming Policy
7. Approve updated Complaint Policy

Action Items:

1. Consent item #1 - Acceptance of minutes. Jill made motion to accept minutes as distributed with clarification of #3, item #13. Megan seconded. Motion passed.
2. Consent item #3 – Budget amendments. \$35,000 in approved 2012 facility funds were not spent within the fiscal year. Director asked to move the \$35,000 unspent funds to the 2013 maintenance and furnishing budget accounts. Megan made motion to add \$35,000 into Maintenance and Furnishing which is an addition to the total budget. Jill seconded. Motion passed.
3. Consent item #7 – Approve Updated Complaint Policy. – There was discussion around open records requirements. Concerning confidentiality, the following language will be added, “to extent permitted by law”. Megan made a motion to accept Updated Complaint Policy as revised. Faye and Roberta seconded. Motion passes.
4. Discussion and take action on trustee vacancy and qualified applicants. Scott withdrew his application as a Board Trustee. Wanda introduced herself and spoke about her love for the neighborhood, the library, and experience in community service. All Trustees were allowed to ask interview questions. Discussion tabled to the end of the meeting.
5. Discussion and take action on Friends of the Library items and activities. FOL received donations at end of fiscal 2012. New members are joining. The letter from the IRS concerning late filing of 2010 taxes has been handled. Non-Profit status is in full function. Regular scheduled meetings will be the 3rd Monday of the month at 6:30. No actions taken.
6. Discuss and take action on updates and repairs to the meeting room facility and quiet reading room to include any necessary budget amendments. Faye presented ideas for redecoration to director. Discussions will continue. No action taken.
7. Discuss and take action on letter from Comptroller dated November 26, 2012. Megan made contact with the Comptroller. Megan is looking for the rule that says that the comptroller can collect money from past years. Scott suggests we partner with ESD and talk to a lawyer or

congressman. Megan suggested we respond to the letter, ask for clarification, ask for the name of the business, and copy the letter to Kirk Watson. Megan will draft the letter. Faye will contact people in the ESD. Megan made a motion to contact ESD to coordinate response to comptroller letter and respond to letter CCing our representatives. Jill seconded. Motion passed.

8. Board went into executive session at 7:55, pursuant to Chapter 551.071. Back into regular session at 7:58. Megan made motion to appoint Wanda Holcombe to serve through December 2013 as a member of the Board of Trustees. Faye seconded. Motion passed.

Trustee items:

None

Future agenda items:

Swearing in new Trustee
Update from FOL
Update on Comptroller Letter
Update Policies: Patron Behavior, Computer Use
Goals
Legislative update
Facility improvements

Next Meeting February 17th at 5:30

Adjourned at 8:05

Respectfully submitted,

Etta Sanders
WBCL Bookkeeper/Administration

Final 2/6/13