

WELLS BRANCH COMMUNITY LIBRARY DISTRICT MINUTES

Tuesday, October 6, 2013 at 3:30 PM

The meeting was called to order by Megan Sylvester at 3:42 pm. Trustees present: Megan Sylvester, Roberta Mankowski, Jill Traffanstedt, Faye Cormier and Wanda Holcombe. Library Director, Donita Carlquist-Ward was also present.

Citizen Comment and Attendees: Future Trustees: Theresa Faris and Laura Gomez-Horton and staff of WBCL who stayed on after the retreat: Kristin Johnson, Natalee Corbett, Brittany Hecker, Leah Cossette, David McClure, Sasha Davis, Hannah Quintana, Morgan Gribble, Mercedes Rean.

Open Retreat:

1. Received comments limited to 3 minutes though board chair may extend.
2. Received Reports from managers concerning committee activities (3 minutes each for Image, Facilities, and Operations committee)
3. Received Annual Survey Report and Library Highlights from Director.

Consent Items:

Megan made the motion that all of the consent items be approved since no items were requested to be pulled. Jill seconded. Passed unanimously.

1. Accept minutes as distributed
2. Accept Director's report
3. Refer treasurer's report to audit
4. Budget amendments

Action Items:

Discuss and take action on Friends of the Library items and activities.

Faye made the report on behalf of FOL of events being planned:

*Raffle on numerous items to be held on Dec. 15th in lieu of the garage sale. Ticket on sale now: \$5 per ticket or 4 tickets for \$20

*Need an update on Wish/Need List as it looks like there may be funds available per end of year.

*Sponsoring Event for members only with Wine & Cheese with guest speaker from Day Tripper TV Show on Saturday, Oct. 26th.

No Action taken.

Discuss and take action on bids for HVAC repair and possible upgrade to newer coolant system to include budget amendments if necessary.

Donita reported that they were not able to obtain anyone interested in providing a commercial 2nd HVAC Quote. Requested that a few others be called and report back at next board meeting. No Action taken.

Discuss and take action on bids for security system upgrades and monitoring, to include budget amendments if necessary.

Donita reported that she still prefers to go with Tyco. Megan made the motion that we go with Tyco's contract if they will provide a 2 year contract instead of the 5 years that they are offering. Jill Seconded. Motion passed unanimously.

Discuss and take action on bid for parking lot repair: Tabled for next board meeting.

Discuss and take action on programs and services as discussed during the retreat, to include budget amendments if necessary.

A general discussion was held on providing Vision Insurance and having more public holidays for library employees since these were items brought up in the Open Retreat comments. Donita was requested to research and report back at next meeting. No action taken.

Discuss and take action on the Affordable Care Act as it applies to library personnel and services.

Donita reported that our current insurance meets all the requirements at this time. No action taken.

Discuss and take action on the anniversary event scheduled for November 3, 2013.

Donita updated the ongoing plans for the anniversary event and hopes to receive more photos of the library and events as requested. She would appreciate any ideas and suggestions.

Discuss and take action on the 2014 budget.

General discussion was held on the 2014 budget prep considerations to be voted on by Nov. board meeting. Megan also recommended we prepare for staff reviews and compensation by next board meeting as well.

***Consider adding more \$500 to the Adult Program area per the input requests from the current survey.**

***Consider Increasing staff insurance to \$40,000.**

***Consider giving salary increases due to our income increases.**

***Consider giving part time employees \$10 an hour which is considered a living wage in Austin.**

Trustee items:

1. Announcements by Board members

Next board Meeting: Monday, Nov. 11th at 6:30 pm

2. Future agenda items:

*Parking Lot Repair

*HVAC Contract

*Records Development

With no further action items, meeting closed at 5:37 pm.

Respectfully yours,

**Wanda Holcombe
Secretary, WBCL**