

WELLS BRANCH COMMUNITY LIBRARY DISTRICT MINUTES

Tuesday, November 11, 2013 at 6:30 PM

The meeting was called to order by Megan Sylvester at 6:38 pm. Trustees present: Megan Sylvester, Roberta Mankowski, Jill Traffanstedt, Faye Cormier and Wanda Holcombe. Library Director, Donita Carlquist-Ward and Future Trustees Theresa Faris and Laura Gomez-Horton also present.

Consent Items:

1. Accept minutes as distributed.
2. Refer treasurer's report to audit.
3. Approve budget amendments.
4. Accept Director's report.
5. Approve Donation Policy as updated/distributed.
6. Approve Records Management Policy as updated/distributed.
7. Approve Collection Development Policy as updated/distributed.

Jill made the motion to approve the consent items with the amendments to the budget as listed in the Director's Report. Roberta seconded. Motion passed unanimously.

Discuss and take action on 2014 budget to include market adjustments for payroll and 2013 staff bonuses.

Employee Vision Insurance: **Motion made by Megan** to allow Donita to explore the possibility of vision insurance for all employees and not to exceed \$1,000 total per year. This would be made available to new employees after six months. Also to continue the current medical policy. **Faye seconded. Motion passed unanimously.**

Discuss and approve Director's annual performance review and goals for 2014.

Executive Session: Began at 7:08 pm and ended at 7:58 pm

The Library Board may retire to executive session any time between the meeting's opening and adjournment for the purpose of consultation with legal counsel pursuant to Chapter 551.071 of the Texas Government Code; discussion of personnel matters pursuant to Chapter 551.074 of the Texas Government Code; and/or real estate acquisition pursuant to Chapter 551.072 of the Texas Government Code. Action, if any, will be taken in open session.

Motion made by Megan to increase Donita's salary by 12% and a year end bonus of \$4,000. **Faye seconded. Motion passed unanimously.**

Motion made by Megan to approve the 2014 Budget as printed on line with the Salary line item approximately at \$315,000. **Wanda seconded. Motion passed unanimously.**

Megan made the Motion to approve 2013 Staff Bonuses at \$11,000 with the previously approved \$4,000 for director's bonus making it a total of \$15,000 with the money being pulled as indicated in the Director's report of \$12,000 and \$3,000 from retained earnings. **Roberta Seconded. Motion passed unanimously.**

Oath of office Administered by Megan to new trustees:
Trustees Theresa Faris and Laura Gomez-Horton

Determine office appointments for trustees:

Motion made by Megan to approve the new officers:

Faye Seconded. Motion passed unanimously.

Megan Sylvester: President

Faye Cormier: Vice President

Jill Traffanstedt: Treasurer

Laura Gomez-Horton: Secretary

Theresa Faris: Liaison to Friends of Library

BREAK: 8:40 to 8:47 pm

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

*Wine Tasting Member Event went very well with the Day Tripper giving his talk 55+ in attendance. Good Feedback.

*Faye will be resigning on Monday her position as Liaison to Friends of the Library effective the end of the year.

*Donita & Faye discussed changes to FOL operations that need to be implemented:

- *Rent the room (no fee) for the whole calendar year

- *Schedule for the whole year.

- *Limit events to 4 or 5 per year and all paper work filled out ahead of time.

- *Meet with Donita quarterly to compare calendars.

- *Library will no longer accommodate last minute special events.

- *Calendar of all events will be posted.

- *All Board Meetings need to be posted according to the guidelines.

- *FOL Members will be informed of events and meetings.

No Action to be taken.

Discuss and take action on quotes for the library's security system, HVAC maintenance, sprinkler system repairs, and paving repairs to include budget adjustments if necessary.

See Directors Report for actions recommended.

Discuss and take action on Social Media Policy.

Reschedule to Agenda in 2014

Discuss and take action on holiday schedule for 2014.

Motion made by Megan to keep the same library holiday schedule of 2013 for 2014 and no change to the personnel policy. **Jill Seconded. Motion passed unanimously.**

Discuss and take action on possible early closing for CPR training.

Move training to 2014 agenda. No action taken.

Discuss and take action on HRA policy for 2014.

Motion made by Megan to approve the current HRA policy for 2014. **Theresa seconded, Motion passed unanimously.**

Discuss and take action on Water Conservation Week to include discussion of library participation and possible circulation of equipment.

Donita reported on Library collaboration with the MUD to hold a month of water conservation in Feb or March of 2014. Some of the programs will be held at the library during this time and we will help to promote. No action taken.

Trustee items:

1. Announcements by Board members;
2. Future agenda items:
 - Social Media Policy
 - Alcohol Usage Policy
 - Review of ByLaws
 - Citizen Proposal for Gift Shop
 - Review Audit Bids
3. Next Meeting:
 - January 7, 2014 at 6:30 pm (first choice)
 - January 12, 2014 at 6:30 pm (second choice)

With no further action items, meeting closed at 9:27 pm.

Respectfully yours,

**Wanda Holcombe
Secretary, WBCL**