

# WELLS BRANCH COMMUNITY LIBRARY DISTRICT MINUTES

## Tuesday, August 6, 2013 at 6:35 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. Dave Peterson, Financial Advisor and Library Director, Donita Carlquist-Ward was present, as well as new Library bookkeeper/administrator, Brian Davis.

### **Consent Items:**

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

**Megan made the motion to move Consent Item #9, The Director's Report to Action Items and approve all over items on the consent agenda numbers 1, 2 & 3.** Jill seconded. Motion passed.

### **Action Items:**

#### **Discuss and take action on Director's Report:**

\*Reading program was very successful

\*WBCL Yard Signs are a big success in the neighborhood

\*Looking forward to installing new computers for the public usage in the library.

**\*Staffing has been a major challenge with three staff resigning**, but current staff have picked up the heavy load while Donita continues to interview new applicants. Brian Davis was hired to replace Etta Sanders as the new Library bookkeeper/ administrator.

Donita made the motion to compensate two of the staff for their extra work with one week Gross Pay and one day off work before January 15, 2014.

Faye seconded. Motion passed.

#### **Discuss and take action to Call the 2013 Election**

*\*Two Board member's position on the WBCL Board of Trustees will be up for election in November 2013: Roberta Mankowski and Wanda Holcombe. August 26, 2013 is the deadline to submit for name to be placed on the ballot for election. Megan noted that Donita is authorized to request Travis County to supervise the election if needed.*

#### **Discuss and take action on Friends of the Library items and activities:**

Faye made the report on behalf of the Friends of the Library:

\*Madonna Johnson is the new member at large.

\*August 25th there will be an Appreciation Ice Cream Social held at the library for the members of the Friends of the Library.

\*September 14th there will be a presentation on Weather for children and families.

\*At the Spider presentation programs, Friends of the Library will receive special perks.

\*We are working on hosting our own website for FOL. More to report later.

\*Wine Tasting event being planned for FOL members as well

No action taken.

#### **Discuss and take action on the annual patron survey**

The survey was reviewed by the board and commended for its revisions which will be available for input by the public in the month of September.

No action taken.

**Discuss and take action on planning items for annual retreat:**

The library will be closed for the annual retreat on Sunday, October 6th from 12:30 to 5:00 pm at the Library. No action taken.

**Discuss and take action on quotes for the library's security system**

General discussion held on possible systems. No action taken

**Discuss and take action on the purchase of a DVD storage solution, including budget adjustments if necessary**

Donita recommends the purchase of a DVD storage case for \$795 which would slide underneath the front counter. This amount is within the budget, therefore no budget adjustments will be necessary.

**Discuss and take action on the purchase of additional shelving for the children's area, including budget adjustments if necessary.**

Donita recommends the purchase of two cases for \$3,700. This amount is within the budget, therefore no budget adjustments will be necessary.

**Trustee items:**

**Announcements by Board members:**

Megan reported that the government had made some changes on how they do their financial reporting. More to be explained at the next Finance Meeting on August 13th at 6:30 pm.

**Next Meeting:**

\*Tuesday, September 24th at 6:30 pm  
or \*Thursday, September 26th at 6:30 pm

Roberta to procure food from new BBQ restaurant in Wells Branch

Adjourned at 8:00 pm.

Respectfully yours,

Wanda Holcombe  
Secretary, WBCL