

**WELLS BRANCH COMMUNITY LIBRARY DISTRICT AGENDA**  
**Tuesday, April 22, 2014 at 6:35 PM**

**Trustees Present:** Megan Sylvester, Faye Cormier, Jill Traffanstedt, Theresa Faris , Laura Gomez-Horton,

**Also present:** Donita Carlquist-Ward, library director , Karen Mustard, library office manager, Ed Peterson, finance officer, Kitty Jo Ripley, auditor

**Citizen Comment**

Citizen comment is limited to three minutes unless given extra time by meeting chair

***Megan Sylvester recognized citizen's present. Asked if there was any citizen comment. Citizens present replied "no."***

***Megan Sylvester proposed that since the auditor was present we skip consent items and move to action item 1 and Theresa second.***

1. Receive audit report from West, Davis and Co. Discuss and take action on approval of 2013 annual audit.

**Auditor: Kitty Joe Ripley, from West, Davis & Company ("standing in for Gary Davis")**  
**Has Report to the board and Annual financial report. Bold print are items they are required to report; the responsibility as independent accounts is to present an unqualified opinion.**

- **No comments on internal controls or accounting procedures. Were given full access to accounting records; procedures were followed.**
- **Significant audit adjustment for \$15, 723 served to reduce sales tax due from the state for amounts relating to prior years.**
- **No significant unadjusted audit differences.**
- **No major issues were discussed with management; no disagreements.**
- **No issues performing audit.**

**Financial report:**

- **Audit opinion**
- **Management discussion and analysis (MD&A)**
- **Sales tax revenue went up 9%; Net position increased; fund balance increased; and reduced long term debt by \$90 thousand**
- **Everything with the district seems to be doing what it needs to be doing.**
- **Like to look at total fund balance vs. expenditures= very good**
- **2014 Budget has increased for payroll**

**Bring attention to the last note to the financial statement regarding Friends of the Library page 23. By Laws of FOL wanted to include transactions included in the audit. FOL is not a component unit therefore not required to be in this report, but added it. Total receipts were 976 during 2013 with a donation of \$900 to the library district.**

Question: Do you see any legislative or governmental changes that will cause us to do things differently? No was the response.

Ms. Ripley asked how many copies were needed; 3 were requested.

***Megan expressed appreciation to Ms. Ripley for coming and moved to approve audit report, Faye seconded.***

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

Teresa Faris reported that FOL had a successful garage sale. FOL made over \$2000 and had a lot of positive comments. Person mentioned that it was so organized and asked if we accepted people not living in the community to have a stand.

Are looking at other adult programs such as a wine tour in conjunction with a business. Another thought is to have a photographer and kick off a contest to create a calendar; possibly consider different themes; possibly a health and safety seminar.

Donita reported that Kristin was hopeful to get shelves for the children's room from money from garage sale. At this time Teresa reported some of the money would be going for summer reading program prizes such as the kindle. Financially, FOL was talking about holding on to some of the funding to be able to do a market study for the shop; would like to build their funds first.

Question regarding about FOL membership. Last year they did not pay dues because they decided to wait until 2014. Teresa will bring up at next FOL meeting.

Question about Santa being scheduled since some of the money came from FOL. Donita reported that Kristin has already booked the preferred Santa.

***Megan mentioned there was no Action necessary. Teresa agreed.***

***Megan mentioned moving back to consent agenda and would like to pull treasurer's report and director's report.***

#### **Consent Items:**

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

***Megan made motion to accept consent agenda. Teresa seconded.***

1. Accept minutes as distributed.
2. Refer treasurer's report to audit. (See Action Item #5)
3. Accept Director's report.
  - **Director's report. Things are smoothly. Money is fine; operations are fine.**
  - **Dave McClure left. Split his hours and hired two people, Jeff is working Thurs. and Fri day shifts and Tati Sat., Sun., and Mon. evenings; all trained.**
  - **Inventory will be on Thursday.**
  - **Donita mentioned that for summer they are not looking to add another new person, but would have already trained staff working.**
  - **Megan suggested Donita ask for permanent positions since our budget looks good; ask for those hours to become permanent in the fall. Suggested to bring it to board in July.**
  - **Donita reported that she was waiting since tax revenue dipped a bit this month.**

It is not a huge amount, but still fine for this year.

- Summer reading program has gone out. Have things for adults, teens and children. Everything is science this year. Sent in a request to Johnson Space Center, but have not heard back yet.
- Huge turnout for water conservation and other adult programs. Because it was in conjunction among MUD, neighborhood, and library had a lot of response.
- Next time will have to put some money into budget to cover Brittany since her program is ending. Will need to put some money on that line item in the budget. Will also have to look at election.

#### Action Items continued:

3. Discuss and take action on proposal for a retail area in the library.

Withdrawing from agenda

4. Discuss and take action on updates to the ByLaws.

Postpone to next meeting

5. Discuss and take action on financial issues to include TexPool and banking procedures.

Finance committee report. Jill reported that Ed suggested we consolidate accounts and opened an account at Randolph Brooks. Committee met today, found out that the federally insured money is \$250,000 and they had thought it was \$500,000 so we have to have another place to have money. We have ideas on possibly opening another account or buy a CD for \$200,000 because we need to have money in reserve and it is too much money to put into a checking account.

Faye asked who had highest rate. Megan responded that Randolph Brooks did.

Teresa had a question about FoL Regions checking; Donita mentioned that we have that as a place marker in our quick books from when the library finances separated from the board and handed over the FoL finances to the board in 2011, that was the balance that was in there, but there have not been any transactions since and doesn't believe we have an account there. Faye agreed she believed there was no money then; she mentioned that when things were turned over to her she was told that that account had been closed and an account had been opened at Frost Bank. When everything had been turned over to Faye, it had "\$40 something" in it. Jill asked if we got a statement from Regions, but Faye said that since it is a closed account we couldn't. Megan suggested we remove account from books and leave line item there for historical purposes. Teresa also asked about a pay pal account on form. Faye mentioned that Gus set that up and she has not touched it.

***Megan made a motion to buy a \$200,000 CD from Randolph Brooks and take from TexPool account or whichever account has lowest rate. Ed will find out which is lowest rate. Faye seconded motion.***

Question: Faye had a question about problems getting a debit card from Randolph Brooks checking account and wanted to know if that was still the case? Donita responded that Randolph Brooks would not issue debit cards so they got them from Regions Bank; we've had that account for as long as we've had Bank of America.

**Megan motioned to move money from lowest rate account to highest rate account. Faye seconded.**

Financial officer mentioned that once you get CD may want to ask if they want to donate or do financial literacy classes; Faye mentioned that they do want to give back to the community, but they need information and requests in writing because it needs to go to committees that makes those decisions. Ideas to ask for classes, library programs, etc. Megan mentioned that one year they donated something like a nice binder about 3-4 years ago. Faye mentioned that Randolph Brooks was not shocked when she mentioned \$750-\$1,000 for an event.

6. Discuss and take action on proposed summer camps to be held at the library.

**Received four proposals. Two can probably make the % of money we hope to make from summer program rentals, but the others seem like they can't. Usually take 15% of tuition.**

a. Cook, Learn, Grow. Four day cooking camp. Classes are 4 days (July 7-10), 3 hours per day . They would need to have 12 kids registered to make room rental.

b. Advancing robots wants to host a Lego robotics camp. 28 kids will need to sign up to make rent. Classes are 3.5 hours per day, 5 days (June 16-20) for \$150 (\$8.57/hour). Regular room rental rate for this time would be \$625. At 15%, they would need to have 28 kids register.

c. One World Karate. Need 13 kids registered; already have 10 kids on waiting list. Has insurance. Uses animal forms in instructions. One World Karate doing a martial arts (no contact) camp specifically designed to accommodate kids with special needs. Camps are 5 days (July 14-18 and 21-25), 9am-5pm for \$375 (\$12.50/hour). Regular room rental rate would be \$750 per camp. There would need to be 13 kids registered for each camp to make the minimum at 15%.

d. The fourth proposal came from Sunshine Generation dance school. They want to host a show choir group for kids. Camp is July 14-18 or June 16-20 from 9am-1pm for \$150 (\$7.50/hour). Regular room rental rate would be \$500. At 15%, they would need to register 28 kids to make the cost; she's planning for 10.

Question: What is our calculation; you have to give so much? We look at what we would get for the block of time and use that as a baseline number; in district rate; they are getting a discount even though they are out of district.

Theoretically could do all four since nobody was asking for the same week. Camps would be during the day when the rooms are hardly used in the summer. Gives more foot traffic to library. Would ask for 15% of tuition rate, knowing that the last two will probably not make the rental rate. Donita mentioned that she believed we could accommodate all four and it is better than having rooms empty.

**Megan recused herself from making a motion, but opened it up to others to make a motion. Jill motioned to accept four programs offers and negotiate with people that will probably make the money and give them the priority choice. Faye seconded.**

***Megan abstained from voting due to prior relationship with programs. Megan abstaining on vote because her kids attend programs.***

7. Discuss and take action on possible changes to the circulation policy concerning the blocking of households, the requirement to present a valid library card to remove items from the building and definition of appropriate proof of address.

Donita reported that out of the 1060 people who checked things out, there were 29 people who did not have their cards and had to go get it. No one cared enough to file a complaint or ask to speak with Donita. Know because they had held items for people and they came back.

Question about why adults are not allowed to check things out without card, but with an ID. Donita stated that that is the only way to have people accountable for free items they are borrowing. Teresa pointed out that the ID was originally used to open the account, but it can't be used. Megan mentioned that our system does not allow for them to look up information through ID.

Faye's concern is that when she came on there were a lot of items unaccounted for. Any little thing we can do to make people responsible is helpful.

Donita mentioned there are lengthy explanations to adults about opening up accounts for kids and other policies and expectations.

Definition of appropriate proof of address: Donita uses what voter registration uses. Two proof of address. How often has this been an issue? Hasn't really been an issue because people can get a guest pass to get on the computer and print out any number of items that have your proof of address.

Question: Has anyone tried to use a scanned picture of their library card? Not really; maybe moving that direction, but what if you don't have a smart phone.

Question: What happens if two people claim the same address? This hasn't happened. Megan mentioned that there have been complaints about accounts being blocked because someone with same address has been blocked. Donita mentioned that that they work with people when there has been a separation/divorce, etc. Everyone expires in 3 years, so every 3 years address is verified.

If living as a household links them. The computer will link them because it is the same address, but can unlink in case of roommates. Computer will link them if they have same address or phone number.

Blocking of household: Has this been an issue? Not really, there have been a few, but not often. Typically its because the child or partner has lost books and they don't want to be responsible.

Probably need to have a written policy regarding unlinking roommates. Put into procedures. Add to circulation policy.

***No motion necessary.***

**Trustee items:**

1. Announcements by Board members; **None**
2. Future agenda items;

- **Vision statement**
- **Bylaws**
- **Budget for employee expense**
- **Proctor policy (2 years old)**
- **Procurement Policy**
- **Tech contract**
- **Possibly Landscape contract**
- **Possibly Janitorial bids**
- **Did not sign contract with technology company. Had some communication issues and it didn't seem feasible. Where supposed to replace server and Donita contacted to see when they were coming out so they could do updates and be ready. Kept calling and was told people were sick at various times. Told her mixed information; told her she didn't need to upgrade computers, etc. Decided miscommunication was too much. Posted on listserve and district. Had some responses. Someone is coming out to meet with them tomorrow. Will need to bring up contract again.**
- **What would people think about extending TRY IT; Mondays after school program. Was really successful. Did not budget for it, but it was really successful. We pay most of the people, but some are free. Donita will write up what it might cost to add it to budget.**

Jill had an announcement. After water program, an attendee suggested we have a microphone for programs we sponsor. Maybe let people use when we are paying them. Suggestion: Market programs in other languages. Forms to Spanish and Vietnamese. Brochures and policies a priority. FAQ page will also be translated.

Other wish list. Other receptacle for recycle bins.

Faye. Has a pet peeve about trash cans. Doesn't like garbage can by front door especially when they are full or overflowing. Can we get more trash cans? \$8 per can; will look into it. Faye. Door always looks dirty. Entry doors to both building. Possibly add to janitorial contract.

Need to meet before June 19 to be able to call the election and the board has to vote on it. You have to call it so people know it is available and then you can cancel. Procedure outlined in Library act.

**Next meeting June 18; back up day June 16.**

Adjourned 7:57 p.m.

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Laura Gómez-Horton, Secretary

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Date