

**WELLS BRANCH COMMUNITY LIBRARY DISTRICT AGENDA**  
**Tuesday, March 4, 2014 at 6:34 PM**

**Quorum:** Megan Sylvester, Faye Cormier, Jill Traffanstedt, Theresa Faris , Laura Gomez-Horton, Donita Carlquist-Ward

**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. Accept Director's report.

***Megan Sylvester requested pulling the director's report for discussion.***

***Theresa Faris made a motion to approve consent item 1&2 minus #3. Megan Sylvester seconded. Motioned passed***

**Citizen Comments**

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

\*Citizens present (3) Gus Kohn, Tracy Simon, Debbie Thompson

***Garage Sale:***

\*Gus Kohn, president of Friends of the Library: update on garage sale; March 29, 2014; 7 a.m.-12 noon almost sold out of spaces; have 100 parking spaces and have sold 82. Anticipate all being sold out. Increased price after deadline in February.

Questions and responses: When will donations be taken? Will have big room available after 3:00 Friday afternoon and will be accepting donations to FOL after 5:00 p.m.

Chuck Walters will be running the FOL booths. Different considerations for advertising.

What is the rain plan? Will have to postpone and make refunds accordingly.

***Proposal for retail area:***

\*Tracy Simon, member of FOL: came to FOL with proposal to sell items; introduced metallic bookmarks and showed t-shirt; Various manufactures that sell out of print items; 90 different book covers that are out of copy right and produce t-shirts, notebook covers, book bags, etc.

Other ideas for sale:

Calendars (Wells Branch photography calendars); propose people submit pictures; children's art contest; choose 1 picture from each age group

Proposed spirit awards wall.

Proposed using area where used books are. Proposed continuing to sell the books.

Questions and responses:

*How will you manage sales tax?* Will look into it.

*How will you man store?* Will be open during the weekend; open during adult activities; Tracy will be manning often; possibly have an honor box for when they are not open or have a contact list for people to list items they want and figure out how to get it to them. Concerns expressed for honor

box. Theresa offered up that at Round Rock Library they have an honor box and people often give more money. Donita mentioned concern for honor box "walking away."

*Concern:* Megan mentioned that to her knowledge, there has not been a market study completed to see if people would be interested. Second, a lot of people are now shopping online and might be better to have a virtual catalogue way of selling.

*What area of the library would you be using?* Tracy mentioned that she was looking at the area to the left as you enter the library (where the used books are currently sold)

*What fixtures?* Proposed unused fixtures donated to the library; will need a 6 foot, lockable, glass fixture. Has looked into some of them at different stores.

*How much start up money needed?* Proposes a \$5, 000 start up to order items, fixtures, etc. Hopeful that the library would lend some money; would not pay back for 12-18 months.

*How would this be guaranteed?* What is the collateral? Had not thought about it.

*Is there a way to start it smaller?* Yes; could start it for \$3000.  
Suggested office supplies to sell.

*What is most expensive item?* T-shirt would be \$28  
Concern that people won't pay \$28.

*Are other places selling similar items?* Yes, Barnes and Nobles; selection going down.

*Why do you want to do this?* It's a natural way, with all my retail experience, to give back.

Donita suggested using retail experience in ramping up used book sales. There would be no overhead.

*Concern from Megan:* Procedurely, Megan brought up loan request was not posted on agenda. Is there a way to survey people? Donita suggested a quarter page survey and on-line to get feedback. Gus added to add to FOL facebook page. Neighborhood association happy to help promote it.

*Board will work on putting questions together for survey as a way to get more information to decide on proposal: What questions would board like to have addressed in a survey?*

What is the price range you are willing to pay for items on the library? Are you more likely to buy on-line?

Send suggested questions to Donita by the end of Spring Break and she will combine.

Will have to check which funds, if any can be committed to something like this?

According to Gus: If posted as suggested donation; will not have to pay tax.

*What will be done to keep staff from being interrupted by store issues?* Will have something written that staff can point to for potential patrons.

***Megan Sylvester mentioned that this does not require a motion at this time. Welcome citizens to stay for remainder of meeting. Citizens chose to leave.***

**Consent item #3: Accept Director's report.**

Donita talked about upcoming audit. Donita clarified having taken bids for cleaning company, but one was not accepted because Donita could not find any information on the company anywhere.

***Megan moved to accept director's report; Jill seconded.***

**Action Items:**

1. Discuss and take action on Friends of the Library items and activities. (see above)
2. Discuss and take action on proposal for a retail area in the library. (see above)
  
3. Discuss and take action on possible changes to the program and meeting room policies including verbiage about use and service of alcohol, and cancellation/blocking of groups.

Verbiage:

Regarding snacks/food- Megan proposed we add and fulfill reasonable accommodations upon advanced. Policy will now add "The library will provide information about allergens and will provide reasonable accommodations upon advanced request."

Regarding behavior that would ban someone from library services- Megan reported that new wording was added.

***Megan moved to approve with wording changes: Theresa seconded.***

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

Few grammar, wording, abbreviations defined (such as TABC), changes. Removal of words that library no longer provides such as markers, stands, etc. Donita mentioned needing to change rental forms to reflect policy.

***Megan made a motion to approve meeting room policy as revised; Faye seconded. No oppositions.***

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

Added a Randolph Brooks (RBFCU) account and will close Capital One savings, Capital One checking, Regents 1; cannot do anything with Capital one until we get debit cards from RBFCU.

Required to keep a checking account with Bank One where mortgage is done through

***Megan motioned to set up debit cards at RBFCU, close both accounts at Capital One, research money market at regents to see if we are required to have those. Jill Seconded.***

6. Discuss and take action on updates to the fines and fees policy concerning the cost to print in color and limits on printing.

Procedure has been; if a card has been destroyed will be replaced for free, but if lost will be charged.

***Megan motioned to approve fines and fees updated; Jill seconded; no oppositions***

## **BREAK**

### **Reconvened**

7. Discuss and take action on RFP for summer camps to be held at the library.

***Megan moved to approve as amended with room for Donita to change dates once next board meeting date is determined. Theresa seconded.***

8. Discuss and take action on updates to the patron behavior policy to include verbiage about services and facility usage, unattended/unsupervised minors, and alternative tobacco.

Regarding needing to address electronic cigarettes-

Asked to amend "patrons may not smoke, use alternative tobacco or vapor products on library property except in designated areas."

Verbiage changes: grammar suggestions

***Megan moved to approve; Faye seconded; no oppositions.***

9. Discuss and take action on proposed maintenance contract from UFO technology services.

Had previously approved services that went out of business; UFO stepped in; working out of contract and have been working well. Ensure that in contract is specified that they have to give us 30 day notice if contract needs to be terminated. Ask to pay at end of month and will pay at time of service for extra fees. Would like a six month commitment.

***Megan motioned to approve Donita to contract with UFO technology services; Faye seconded. Passed.***

10. Discuss and take action on replacement or repair of leaking A/C unit.

***Megan motioned to approve \$6648 to replace A/C unit with understanding that it is within Donita's discretion if it is a little more. Faye seconds.***

11. Discuss and take action on janitorial contract proposal from EcoCare.

Megan recommends we pull item since we need to do a Request for Proposal (RFP).

**No action.**

12. Discuss and take action on facility committee recommendations concerning the vending machines and coffee service.

Facility committee met and suggested they keep the one in the library as long as staff can keep fixing it and put the one in the meeting rooms area up on Craig's list for someone to buy for parts.

***Jill motioned to take action as the facility committee recommended; Theresa seconded.***

13. 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.

Megan proposed that library staff keep a log of how often it happens when people do not have their library card and want to present id. This would help Board figure out if this is really an issue.

Concerned in particular about how policy impacts people with roommates. Will have to adopt a definition of household.

**No action.**

**Trustee items:**

1. Announcements by Board members;

Jill: TexPool pin numbers; expires after a year; go on line and transfer money into three bank accounts. Deleted Karen and Roberta. Jill is the only one who does that at this time. Karen had written a procedure for transferring money.

2. Future agenda items;

**Next meeting: April 22, 2014 at 6:30**

**Back up date: April 29, 2014 at 6:30**

**For next agenda:**

By laws

RFPs

#13 last item on today's agenda (changes to the circulation policy concerning the blocking of households); carry over

Regular cycle review

Audit

Mission statement

**Adjourned: 8:47 p.m.**

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Laura Gómez-Horton, Secretary

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Date