

Wells Branch Community Library District Board Meeting
Tuesday, January 7, 2104 6:31

Present: Board of Trustees, Megan Sylvester, Jill Traffanstedt , Faye Cormier, Laura Gomez-Horton, Theresa Faris, and Library staff Donita Ward and Karen Mustard

No citizens present.

Consent Items:

*Megan moved to approve agenda items; seconded by Jill

Action item #1 Garage Sale:

Friends of the Library would like to have library closed in the morning of Saturday, March 29, 2014. Donita mentioned that with the exception of story time, they don't have too many people come through Saturday mornings.

Question of possibly doing garage sale on Sunday? Gus, from FOL wants Saturday
There are traffic control issues even with law enforcement directing.

Megan brought up need to keep handicap spaces open because garage sale is library event to ensure it is accessible. We need to have at least one ADA space available.

It was suggested that Donita put proposed closures in annual calendar, put on website, and bring more attention to closures.

*Jill makes a motion to open at 1:00; Teresa seconds.

No further objections or discussions. Motion passed.

Action item #2 Person stuck in Indianapolis so will move motion to next meeting:

The request is coming through Friends of the Library as a fund raiser.

Questions to be reserved: How will this be manned? Who is responsible for reporting? Is library getting a percentage? Staff cannot get pulled into this.

Suggestions for a focus group to determine level of interest and what people are interested in purchasing. Megan will write down questions and put into an e-mail.

*No action taken.

Action item #3 Social Media policy:

Donita sent out a draft.

Goals—last sentence- will be edited to take out “by the library”.

Suggest changing privacy policy sentence to read: “While taking pictures for this purpose, reasonable attempts will be made to accommodate people not wishing to be photographed, however...”

Suggest checking formatting.

*Megan moves to approve social media policy; Faye seconded; motion passed.

Action item #4 Investment, Audit and Finance committee:

The finance committee met with the Investment officer. They picked to stay with the auditor that they used last year. We have had good experience with this auditor.

The Auditor has agreed to include Friends of the Library in his report. Eventually

Friends will reach a level that they will have to be audited separately. This will give them opportunity to practice.

*Megan moved to ratify decision to sign annual audit contract with West Davis and Company. Jill seconded. Motion carried.

Action item #5 Alcohol usage policy:

Does it need to be in meeting room policy or patron behavior policy? Where else does it need to be?

Donita read statement from patron behavior. Wording somewhat exists in the meeting room policy. Issues had occurred before putting limits of 10 p.m. We haven't had any major problems since.

Discussion: Policy needs to be more explicit/specific: must have a licensed server to serve to public. Events opened to public must comply with TABC guidelines. Person renting the room is responsible for licensed pourer, takes liability, etc. Possibly add wording including personal responsibility guidelines, not allowing people to drive while intoxicated, etc.

What about library events? Regarding the Wine, Women, and Words book club, is the library liable? Library does not supply wine. Patrons are using the meeting room and bring their own wine.

How do you protect library's image?.

We have recently had complaints from neighbors about activity level and noise for some functions including parties, church events, and specifically the Russian school. Megan and Donita will work on figuring out TABC regulations and how it applies to library sponsored events and things open to the public.

*No action taken.

Action item #6 Reporting to state:

Megan has questions about new state law pertaining to reporting to the state the value of services to immigrants, non-citizens or non-resident aliens (includes people with asylum, etc.). Megan doesn't believe we need to comply, but will check with someone at the state. If the library is covered, we'll have to change by-laws, get correct information from all patrons, etc. The law went into effect January 1, 2014. No action taken.

Action item #7 Trustee Code of Behavior

Megan read Code of Behavior; paused for clarifications and/or questions.

*Megan moved we approve with two grammatical changes suggested. Teresa seconded. Motion passed.

#8 Water Conservation Week:

Will be held during a weekend in March

We will pass out information and have promotional and informational flyers at the library. Trying to get it at the MUD; all rooms were already reserved at the library on the weekends at which they were looking.

Who is staffing booth? They are meeting this Sunday so Donita will send an e-mail out with update.

*No action to take

Any announcements? None

Future agenda items:

Dinner: Inka chicken

Retail space proposal

Alcohol Bylaws (if Megan gets an answer)

Mission Statement

Patron computer use

Circulation (household being examined and identification)

Next Board Mtg. Tuesday 3/4/2014 6:30

Backup day Sunday 3/2/2014 1:30

Other discussions:

Who needs name tags?

Jill updated the Board about the accounts we are trying to open at Randolph Brooks Federal Credit Union.

Donita: FYI: We may have to change cleaning company. The current company did not complete work according to contract during December. They are reimbursing the library for the month and training a new team.