

WELLS BRANCH COMMUNITY LIBRARY DISTRICT AGENDA
Sunday, September 14, 2014 at 3:33 PM

Open Retreat prior to board meeting:

1. Open Retreat (comments from citizens will be limited to 3 minutes though board chair may extend)
2. Receive Reports from managers concerning committee activities (3 minutes each for Image, Facilities, and Operations committee)
3. Receive Annual Survey Report and Library Highlights from Director.

Present at Open Retreat:

Citizens: Josh Oelschlegel, Janet Maxey, Tracy Simon, Ralph Simon, Joy Bryant, Gus Kohn, Lois Kantor, Debbie Thomson, Madonna Johnson,

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

Staff: **Donita Carlquist-Ward, Karen Mustard**, Kristin Johnson, Sasha Saleman, Brittany Hecker, Natalee Corbett, Linda Lam, Hannah Quintana, Jeff Londere

Board commenced at 3:33 p.m.

Quorum: Megan Sylvester, Faye Cormier, Jill Traffanstedt, Theresa Faris, Laura Gomez-Horton,

Staff: Donita Carlquist-Ward, Karen Mustard

Jill asked to pull director's report. Jill moved to approve consent agenda minus the director's report.

No dissentions.

Motion passed.

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. Accept Director's report
3. Refer treasurer's report to audit
4. Budget amendments

Discussion on director's report combined with action item #2:

- Request for funds
- Linda will be offering Vietnamese story time.
- Meeting rooms: On-going rental issues with large group has abated since they have secured another meeting space; issue has arisen with another renter but it's being worked out.
- Survey results: Received a good number of responses. Theresa mentioned that RR has offered gift cards as prizes in the past and have received over 500 responses. Discussed ways to keep survey anonymous while offering a prize.
- Jill asked about facilities budget. Donita explained varying costs. Megan asked Donita to include it in budget next year.
- Donita asked whether anyone knew if we had any recourse for staff who cause issues on departure.

No action taken.

Action Items:

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

Theresa reported that Pamela resigned and will be replaced at the next elections. Gus has a friend working on the website. Joy is working on a way to have online payments. Looking into paypals, etc.

Would like to send e-mail out to friends members as a reminder that dues are coming up. Hopefully will be done in next month or two and to be renewed in January.

Programming: Looking at more adult programming to offer. Possible speakers, motivational speakers, chocolate program, real estate programs, etc.

Other idea: Sell donuts at programs. Donita reported that food permit will be required by the county and offered to complete the necessary paperwork if FoL decides to go forward.

No action taken.

2. Discuss results of the annual survey.

See discussion above.

3. Cancel 2014 Trustee Election.

Discussed 2014 Trustee election

Megan mentioned that we had the same amount of applicants as there were positions on the ballot.

Megan moved to cancel election. Jill seconded. No opposition.

4. Discuss and take action on bids for roofing maintenance/repair.

Karen mentioned that they had Oliver roofing come in and give an estimate. They provided an estimate of \$3985.00 and then sent it out to other roofers. Karen received an estimate from Ja-Mar which was around \$10,000 and is still waiting for one more bid.

Megan suggested we take no action today.

5. Discuss and take action on bids for power-washing the sidewalks.

Got three bids. Karen recommended Extreme Pressure washers based on bids, liability, etc.

Jill moved to accept Karen's recommendation to accept Extreme Pressure washer's bid. Faye seconded.

6. Discuss and take action on bids for repair to restroom in the meeting facilities.

Karen reported that she has had 5 companies come out.

JS Management and Construction \$350 + possible additional \$150

Contract Remodeling \$1,950

ABC Home and Commercial Services \$1,609.02

G&M Plumbing \$750

Megan made a motion to accept JS Management unless Karen finds a reason not to go with them. Faye seconded. No dissentions.

7. Discuss and take action on bids to alleviate water collection on the sidewalk by either building a retaining wall around turkscap in landscaping and/or switching that area to drip irrigation.

Sidewalk is not built properly so that the water runs down easily. Karen shared reasoning for asking for bids on building a retaining wall instead of changing the side walk which would be much more expensive.

JS Management and Construction bid \$550, but will come out again because they did not understand how big of a wall we were requesting.

Contract Remodeling \$1,750

ABC Home & Commercial Services \$2,550.01

Theresa made a motion to hire Contract Remodeling; Laura seconded. No discussion. No dissensions. Motion passed.

8. Discuss and take action on bids to replace the ice machine in the meeting room kitchen.

Karen researched and found an icemaker which fit the dimensions. Megan made a motion to approve up to \$2000 for icemaker and installation. Faye seconded.

Jill commented that Karen could get installer who should be able to find the icemaker.

Faye asked to amend the motion to approve up to \$2500, Megan seconded Faye's amendment. No oppositions.

9. Discuss and take action on budget amendments for repairs discussed in previous items.

Donita mentioned that repair budget is okay for the rest of the items since we have gone over the repair budget.

No motion.

10. Discuss and take action on changes/updates to the Vision Statement as discussed at the retreat.

At retreat task was given to image committee.

No motion.

11. Discuss and take action on programs and services as discussed during the retreat, to include budget amendments if necessary.

Megan mentioned hearing that we need more money for youth programs. Inquired into Donita's thought about where money would be best used. Donita mentioned that the Special family programs would be the most flexible.

Original budget for Special family programs: \$3000

Jill suggested next year we add a budget for Teen programs.

Faye asked for more money to be put into adult program. Brittany reported they had gone through the adult budget for this year. Faye asked to increase budget for adult programming for next year.

Megan moved to transfer \$1500 out of savings; \$750 for adult program and \$750 for Special Family programs. Faye seconded. No dissensions.

Trustee items:

1. Announcements by Board members;

- Theresa will be taking Youth Services Manager role at RR public library.
- Megan reported that Donita and she will be out of touch for large portions of October. Megan will not be around for email and phone from October 9-21. Donita will be gone September 29-October 14. Donita has her coverage plan. Faye will cover for Megan.
- Laura brought up that she is chair for International fair at Wells Branch Elementary which will be November 6. Donita suggested we ask Ms. Cini for a password to wifi to bring Mango; Vietnamese and Spanish story times.
- Jill suggested we look at ideas from retreat and put onto future agenda items. Megan suggested we give suggestions to a committee to work through the ideas from retreat. Jill asked when we would look at next year's budget. Megan mentioned that we will look at budget at our next meeting.

2. Future agenda items;

- Next year's budget

Next meeting scheduled for Monday, October 27, 2014 at 6:15 p.m.

Meeting adjourned at 4:33.

Laura Gómez-Horton, Secretary

Date