

WELLS BRANCH COMMUNITY LIBRARY DISTRICT AGENDA
Wednesday, October 11, 2017 at 6:30 pm

Meeting was called to order at 6:35pm. Present were trustees Faye Cormier, Wanda Holcombe, Jill Traffanstedt and Ralph Simon. Matt Sims was absent. Also present was library director Donita Ward. A quorum was confirmed. No other citizens were in attendance.

Reports:

1. Secretary report, to include minutes from previous meeting
2. Treasurer's report, including reports to refer to audit
3. Friends of the Library report
 - a. The FoL has ~\$5500 in the bank. The garage sale brought in ~\$1200, which is less than previous years because the FoL did not do a lot of concession sales. The biggest complaint concerned time of year. If it is done again, it will move back to Spring. Calendar sales are going well. They printed 150 at \$4.26 each and are selling them for \$15 per calendar.
4. Director's Report, including discussion and/or approval for the following:
 - a. facility maintenance issues
 - b. budget amendments
5. Committee/Workgroup Reports
 - a. Makerspace design team (included in director's report)
 - b. Website/ Logo- no report
 - c. Non User Survey (included in director's report)
 - d. Homebound delivery- no report

Jill made a motion to accept the reports. Ralph seconded. Passed unanimously.

Action Items:

1. Discuss and take action on letter to accompany repayment of misallocated funds by the comptroller.

Wanda made a motion to sign the letter distributed by Donita and sent to all elected officials. Faye and Matt will follow up with Kirk Watson and Celia Israel. Jill seconded the motion. Passed unanimously.

2. Discuss and take action on HRA Policy for 2018

Jill moved to accept the updated policy; Wanda seconded. The motion passed unanimously.

The board went into recess at 7:10 and resumed business at 7:14pm

3. Discuss and take action on goals and/or Strategic Plan for 2018 and forward.

Trustees discussed the list of possible goals and projects for 2018/2019 and prioritized them. It was determined that a new strategic plan isn't necessary and Donita will write and distribute the results of the discussion.

4. Discuss and take action on LAB User Agreement and Policy.

Ralph made a motion to accept, Jill seconded, passed unanimously.

5. Discuss and take action on Playaway Launchpad Policy and User Agreement.

Jill made a motion to accept, Ralph seconded, passed unanimously.

6. Discuss and take action on FY2018 budget.

Jill made a motion to accept the draft budget with an increase to the hourly rate of part time staff. Ralph seconded. Discussion included the possibility of increasing budget lines through the year, income allowing, as projects develop. Passed unanimously.

7. Discuss and take action on contract for the FY2017 annual audit by Gary Davis.

Jill moved to accept the letter of engagement, Ralph seconded, passed unanimously.

Trustee items:

1. Announcements by Board members; none
2. Future agenda items; Investment Policy, Election results and oaths of office, staff bonuses
3. Set the time and date for the next meeting- The next meeting will be at 12pm on Sunday, November 12th, immediately preceding the annual retreat.
4. Assign deliverables, including committee tasks and reports, for the next meeting.
Donita will develop the 2018/2019 projects and priorities list. Ralph will create a new Investment Policy from the current policy with attention to the Public Funds Investment Act (Donita provided both in hard copy at the meeting)