

WELLS BRANCH COMMUNITY LIBRARY DISTRICT AGENDA
Wednesday, December 7th 2016 at 6:30pm

Meeting was called to order by BoT President Megan Sylvester at 6:35pm. Trustees present were Faye Cormier, Jill Traffanstedt, and Wanda Holcombe. Ralph Simon was absent. Also present were Donita Ward and Matt Sims.

Citizen Comment

None

Consent Items: Jill made a motion to accept the consent agenda. Wanda seconded. Passed unanimously.

1. Accept minutes as distributed
2. Accept Director's report
3. Refer treasurer's report to audit

Action Items:

1. Administer Oath of Office to new and reelected Trustees.
 1. Trustees elected on November 8, 2016 for a term of two years were Matt Sims, Jill Traffanstedt, and Faye Cormier. They were given Certificates of Election and took the Oath of Office.
 2. Megan Sylvester, no longer a trustee once the new officers were sworn in, was presented with a gift of appreciation for her years of service. She then left.
2. Accept Conflict of Interest Statements and Officers Statements from new and reelected Trustees.
 1. Statements of Officers were delivered to the election officer for records retention.
3. Discuss and take action on Trustee Code of Behavior.
 1. Tabled until next meeting to allow all trustees to participate.
4. Discuss and take action on appointment of trustees to specific offices.
 1. Roles were discussed as defined in the Bylaws. Jill made a motion to accept a slate of officers with Faye as President, Wanda as Vice President, Matt as Secretary, Jill as Treasurer and Ralph as FoL Liaison. Matt seconded. Passed unanimously.
 2. Wanda made a motion to list the President, Treasurer, and Secretary as signers on library operating accounts. Matt seconded. Passed unanimously.
5. Discuss and take action on Friends of the Library items and activities.
 1. Wanda gave a report. Faye and staff representatives will meet with FoL leadership at the beginning of the year for planning. No action taken.
6. Discuss and take action on facility maintenance issues to include budget amendments if necessary.
 1. No action.
7. Discuss and take action on updates to the Personnel Policy to include possible changes to holiday closures.
 1. The public survey results were discussed. Faye made a motion to close the library on Easter Sunday as a paid holiday, based on survey results and low gate count, and to make no other changes. Jill seconded. Passed unanimously.
8. Discuss and take action on library hours.
 1. Survey results did not show a large demand for increased hours at this time. The library will circulate another survey in February for more input. No action taken.

The next meeting will be on Wednesday, January 11th at 6:30pm. Donita will arrange food delivery from a local restaurant. Going forward, meetings are tentatively scheduled for the second Wednesday of each month.

Meeting was adjourned at 7:48pm.