

**WELLS BRANCH COMMUNITY LIBRARY DISTRICT MINUTES**  
**Tuesday, February 23<sup>rd</sup>**

**Meeting was called to order at 6:35pm by Megan Sylvester. Other trustees present were Jill Traffanstedt, Faye Cormier, Wanda Holcombe and Ralph Simon. Also in attendance were Donita Ward, library director, and Tracy Simon, citizen.**

**Citizen Comment-** none

**Consent Agenda:** Megan asked for clarification concerning the updates to the Patron Computer Use Policy, which Donita gave. The main change is that the update specifically prohibits attempting to disable the computer security software. Jill moved to accept the consent agenda. Ralph seconded. No further discussion, passed unanimously.

Consent Items:

1. Accept minutes as distributed
2. Accept Director's report, to include but not limited to:
  - a. Plan for Little Free Libraries
  - b. Job Description for Digital Services Librarian
  - c. Director's Goals for 2016 and Professional Development Plan
3. Refer treasurer's report to audit
4. Accept Patron Computer Use Policy

**Action Items:**

1. Discuss and take action on Friends of the Library items and activities. Tracy Simon, VP of the Friends of the Library, discussed and answered questions concerning the report given by FoL Liaison Wanda Holcombe (attached). No action taken.
2. Discuss and take action on facility maintenance issues to include budget amendments if necessary. No action taken.
3. Discuss and take action on updates to the Patron Behavior Policy. Because the policy specifically forbidden weapons, new open carry legislation meant a wording change. There was discussion about restricting food/drinks, sleeping, and whether to require a certain level of dress. Megan made a motion to approve the patron behavior policy changing the wording to 'illegally carrying a weapon' and adding 'shirts and shoes must be worn by those over the age of five.' Jill seconded. There was further discussion concerning clarification of open carry legislation. Motion passed unanimously.
4. Discuss and take action on updates to the Meeting Room Policy. Under specific circumstances, renters or groups may be entitled to forbid open carry during their rental period. Law is unclear, policy changes were pushed to next month for clarification.
5. Discuss and take action on whether or not to post an RFP for private summer camps. There has not been a history of success or community request. No action taken.
6. Discuss and take action on updates to the Volunteer Policy. The only change is to add the language that is already in the personnel policy concerning handguns and open carry legislation. Jill moved to accept changes to the policy, Faye seconded, passed unanimously.
7. Discuss and take action on bids for HVAC service. Four competitive bids were presented. Donita recommended contracting with Strand Brothers. Megan moved to accept the bid from Strand Brothers for HVAC system maintenance and repairs for up to three years. Faye seconded. Passed unanimously.
8. Discuss and take action on acceptable and reimbursable travel costs for staff, volunteer, and Board members. Donita will be attending the PLA conference in Denver in April where there are no hotels in the area that fall under guidelines for reimbursement. Megan made a motion to approve Donita's travel expenses for the April PLA conference in Denver for up to \$750 plus tax for three nights' hotel and \$300 plus tax for airfare, plus the government per diem for the area (\$69), plus transportation to and from the airport. Jill seconded. Passed unanimously.

**Trustee items:**

1. Announcements by Board members;  
Megan reported on building in the area, which affects sales tax revenue.
2. Future agenda items;  
meeting room policy  
safety and disaster policy

Next meeting: April 17 at 1pm. Wanda will bring food.

Meeting was adjourned at 7:28pm.