

WELLS BRANCH COMMUNITY LIBRARY DISTRICT Minutes
Wednesday, January 16, 2019 at 6:30pm

Meeting was called to order at 7pm by Board President Faye Cormier. Also present were trustees Ralph Simon and Lindsay Martinez, constituting a quorum. Donita Ward was present as Library Director. In the absence of a secretary, Donita will take minutes.

Citizen Comment- none present

Reports:

1. Secretary report, to include minutes from previous meeting submitted by Christine Bloemsma
2. Treasurer's report, including reports to refer to audit
3. Friends of the Library report included presentation of a \$2500 check for programming and discussion of the upcoming Garage Sale
4. Director's Report
5. Committee/Workgroup Reports- none presented

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

Action Items:

1. Discuss and take action on banking changes to include closing the checking account at Bank of America and transferring any remaining funds and the payroll transfers to another institution, and updating the signers for each account.
 1. Action was taken at a previous meeting to close the Bank of America accounts and transfer the payroll activity to Regions. That task has been delayed because of pending tax payments but will be accomplished before the next meeting.
 2. Discussion included a training session in house for new signatories from the previous treasurer to be schedules as soon as possible.
 3. Ralph made a motion to remove former trustees from banking signature cards and make the signatories Lindsay (Treasurer), Donita (Library Director) and Faye (President). Lindsay seconded. Passed unanimously.
 4. Lindsay made a motion to close the accounts at Capital One. Ralph Seconded. Passed unanimously.
2. Discuss and take action on staff-wide CPR and other training to include any necessary closure or delayed openings.
 1. Ralph made a motion to close for the afternoon of Saturday March 30th for staff CPR training. Lindsay seconded. Passed unanimously.
3. Discuss potential remodel concepts.
 1. The process will be very lengthy. We are in the preliminary stages of determining priorities and possibilities. It is the intention that the district will need to perform some significant fundraising for a project of this magnitude. It is a priority to maintain staff and services as much as possible throughout any remodel project. Discussion included possible alternative locations to provide circulation and programming if the building itself was unavailable. No action was taken.
4. Discuss and take action on facility maintenance and repair issues, to include budget amendments if necessary.
 1. No action needed at this time.
5. Discuss and take action on proposal from Southwest Solutions for shelving reconstruction in the media area.
 1. Action postponed to the next meeting.

The next meeting was set for Thursday March 7th at 6:30pm

Agenda items will include review/recertification of the Patron Behavior, Patron Computer, Complaint, and Fines & Fees Policies as well as further discussion of possible renovation.

Meeting adjourned at 7:50pm.

Respectfully submitted by Donita Ward