

WELLS BRANCH COMMUNITY LIBRARY DISTRICT AGENDA
Sunday, January 3rd at 1:30pm

Meeting was called to order at 1:42 by Megan Sylvester. Trustees present were Wanda Holcombe, Ralph Simon, Faye Cormier and Megan Sylvester. Jill Traffanstedt was absent. Also present were library director Donita Ward and Friends of the Library President Gus Kohn.

Citizen Comment- none

Citizen comment is limited to three minutes unless given extra time by meeting chair

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. Accept updated Programming Policy
5. Accept updated Fines and Fees Policy

Megan asked to pull the Fines and Fees Policy from the consent agenda to the action agenda. Wanda moved to accept the remaining consent agenda. Ralph seconded. No discussion. Passed unanimously.

Action Items:

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

Wanda presented a report as the Friends Liaison to the board. The report was in a format she developed and includes leadership information, membership numbers, bank balance, and upcoming events. As President of the Friends, Gus made requests that the library assist in updating links on the website and that the library open late one Saturday in the spring to accommodate the neighborhood garage sale in the parking lot. Gus and Wanda also presented the idea of a community calendar with photos from neighbors about Wells Branch. Megan made a motion to have Donita work with Gus to select a date to open late for the garage sale. Faye seconded. Passed unanimously.

2. Discuss and take action on the Fines and Fees Policy (pulled from the consent agenda)

Megan asked Donita for clarification/information concerning the cost of mailing interlibrary loan materials. Megan made a motion to approve the Fines and Fees Policy as distributed. Faye seconded. Passed unanimously.

3. Discuss and take action on facility maintenance issues to include budget amendments if necessary.

No action or needs at this time.

4. Discuss and take action on the Director's Annual Review.

Megan took the chair's prerogative to move this item to the end of the agenda.

5. Discuss and take action on the Revised Personnel Policy.

Discussion included description of the updates/changes, which were very minor, and the new Open Carry laws and how they pertain to policy. The library can only prohibit open carry during posted open board meetings, when acting as a polling place, or when being used by an education service such as during school field trips. Megan will send Donita precise wording to post during scheduled school field trips as well as information about new legislation regarding storage of medical information from HRA reimbursements. Megan made a motion to approve the revised policy as distributed striking the words "including illegal

harassment” with the addition of a handgun section in part VI that states, “The library prohibits employees from bringing handguns into the workplace in accordance with Texas Labor Code 52.062(a)(b).” Faye seconded. Passed unanimously.

Break 2:25pm-2:30pm

At 2:30pm the board went into executive session to discuss personnel matters pursuant to Chapter 551.074 of the Texas Government Code.

Meeting was reconvened at 3:07pm

4. Discuss and take action on the Director’s Annual Review. Director’s review as presented was accepted unanimously.

Trustee items:

1. Announcements by Board members; none
2. Future agenda items;

Volunteer policy

Patron Behavior and Computer Use Policies

Summer Camp RFP

Large purchase items (outdoor LED signage, drop down screen in the large meeting room)

HVAC maintenance contract

Travel costs

Next meeting will be Tuesday 2/23/2016 at 6:30pm. Back-up date is 2/21/2016 at 3pm. Faye will be managing the food.

Meeting was adjourned at 3:30pm