

WELLS BRANCH COMMUNITY LIBRARY DISTRICT Minutes

Wednesday, July 19th 2017 at 6:30 pm

Meeting was called to order by President Faye Cormier at 6:41pm. Present were trustees Faye Cormier, Jill Traffanstedt, Wanda Holcombe, Matt Sims, and Ralph Simon. Donita Ward, Library Director, was also present.

Citizen Comment- no citizens present

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
4. Director's Report, including discussion and/or approval for the following:
 - a. facility maintenance issues
 - b. budget amendments
 - c. Upcoming conferences
5. Committee/Workgroup Reports
 - a. Makerspace design team (addendum to director's report)
 - b. Website/Logo
 - c. Creation of Homebound Services Workgroup

Discussion included an in-service training for library staff to update them on the nuances on the Americans with Disabilities Act (ADA). Discussion also included reaching out to the community for surveys at non-library events.

Jill Traffanstedt made a motion to accept the reports as given. Ralph Simon seconded. Motion passed unanimously.

5 minute break was taken from 8:00 and 8:05 pm.

Action Items:

6. Discuss and take action on updates and changes to the Long Term and Strategic Plans.
 - Accepted with the director's report.
7. Discuss and take action on letter from the comptroller dated 6/14/2017 to include any necessary budget adjustments.
 - Instructed Donita to find out if the 2% fee is per year or a one-time fee. Matt made a motion: that if it is a one-time fee pay over 92 months, then Donita has the authority to authorize the 92 payment plan and if it is 2% per year fee, then Donita will have the authority to pay the comptroller the total amount owed in lump sum. Jill Traffanstedt seconded the motion.
 - Motion passed unanimously.
8. Discuss and take action on quote from Lyons Electric to re-light the information desk.
 - \$3,000 cost to update to LED lighting over the information desk.
9. Call a General Election to be managed by Travis County electing 2 trustees on November 7, 2017.
10. Discuss and take action on quote from River Rock Landscaping to clean up the area along the parking lot and add color to the landscaping.
 - Cost \$6959.80.
11. Discuss and take action on quotes from Library Interiors of Texas to include any necessary closures or budget amendments.
 - No action taken
12. Discuss and take action on updates to Interlibrary Loan Policy, Volunteer Policy, Donation Policy, Records Management Policy, Community Posting Policy, and Green Policy.
13. Discuss and take action on Annual Retreat.
 - Discussed not doing an annual retreat like previous years. We discussed closing the library that day and doing a staff/board of trustees training on the maker space opportunities once it is all set up. We will aim for November for this.

Ralph Simon moved to accept the remaining action items as discussed. Wanda Holcombe seconded. The motion passed unanimously.

The Library Board may retire to executive session any time between the meeting's opening and adjournment for the purpose of consultation with legal counsel pursuant to Chapter 551.071 of the Texas Government Code; discussion of personnel matters pursuant to Chapter 551.074 of the Texas Government Code; and/or real estate acquisition pursuant to Chapter 551.072 of the Texas Government Code. Action, if any, will be taken in open session.

We retired into executive session to discuss personal issues at 8:24pm.

We returned to the regular meeting at 8:43pm.

Trustee items:

1. Announcements by Board members;
2. Future agenda items;
3. Set the time and date for the next meeting
4. Assign deliverables, including committee tasks and reports, for the next meeting.

The next regular meeting will be at 6:30pm on Wednesday, August 16th.

Meeting was adjourned by Faye Cormier at 8:50pm.