

**WELLS BRANCH COMMUNITY LIBRARY DISTRICT AGENDA**  
**Sunday, June 12<sup>th</sup> at 2pm**

*Meeting was called to order at 2:12 by Megan Sylvester*

*Present: Trustees Megan Sylvester, Jill Traffanstedt, Faye Cormier, Ralph Simon and Wanda Holcombe.  
Also present: Library Director Donita Ward.*

**Citizen Comment:** *No citizens in attendance.*

**Consent Items:**

1. Accept minutes as distributed
2. Accept Director's report
3. Refer treasurer's report to audit
4. Accept updates to Safety and Disaster Policy, Social Media Policy, and Proctor Policy

*Megan Sylvester pulled the Director's Report for discussion. Megan moved to accept the consent agenda. Wanda seconded. Motion passed unanimously.  
Discussion ensued concerning some budget items and suggestions from the Director's Report.*

**Action Items:**

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

*Pushed to after item #2. No action taken.*

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

*Based on discussion from the Director's report, Megan moved to move \$1000 from retained income to 558 EReaders for another 6 devices and \$2000 from retained income to 574 Janitorial Supplies to cover additional power washing of the breezeway and sidewalks. Jill seconded. Motion passed unanimously.*

*The meeting was recessed for a 5 minute break at 3:10, back into session at 3:15*

3. Discuss and take action on additional mortgage payments to include budget adjustments if necessary.

*Megan moved to make an additional principal payment of \$22500 in July and to decide at the next meeting whether to make another additional payment in October. Wanda seconded. Motion passed unanimously.*

4. Discuss and take action on long term planning for the meeting room facilities to include possible allocation of funds for professional consultation if necessary.

*Discussion centered on ceasing to rent the rooms for private functions and using them exclusively for library sponsored programming and services. That would allow for extended shelving, more programming and increased collections. We will take community input in the survey and at the annual planning retreat. No action taken.*

5. Discuss and take action on library closure and budget adjustments for remodel of workroom.

*Demolition, repainting, and reconstruction of the workroom is estimated to take four days. During the final phases, the library can be open to the public with the workroom closed. Megan moved to close the library to the public for August 16-18, 2016, during which time staff will complete the quarterly inventory and do other collection and facility maintenance tasks. If construction is complete to the stage that it would be safe to open to the public during the day on August 18, the library will open. Wanda seconded. Motion passed unanimously.*

6. Discuss and take action on changes to the meeting room policy to address renters and open carry legislation.

*No action taken.*

**The next meeting will be Sunday, August 7 at 2pm.**

**The Annual Planning Retreat is scheduled for Sunday, September 11.**

**Meeting was adjourned at 3:45pm.**