

**WELLS BRANCH COMMUNITY LIBRARY DISTRICT MINUTES**  
**Sunday, October 9<sup>th</sup> at 1:30pm**

Meeting was called to order at 1:35pm by Megan Sylvester.

Other trustees present to form a quorum were Faye Cormier, Jill Traffanstedt, and Ralph Simon. Wanda Holcombe was absent.

Also present was Library Director Donita Ward and library staff members Natalee Corbett and Jeremy Selvidge.

Citizens present were Daniel White, Ronald Robinder, Darlene Bauhs, Gus Kohn (Friends of the Library), Janet Maxey (Wells Branch MUD), Debby Thompson (Wells Branch Neighborhood Association) and Kathy Bateman.

**Open Forum:** (comments from citizens limited to 3 minutes)

- Welcome and introductions. Megan explained the format of the meeting. Donita gave some background information.
- Open discussion about the future of the meeting room facility
  - Daniel White asked questions regarding income and revenue.
  - Ronald Robinar indicated a desire to be part of a makerspace in the space.
  - Jeremy Selvidge spoke about the possibility of expanding our successful DIY program to use the space for a makerspace.
  - Natalee Corbett spoke about the administrative problems of private rentals and that the overwhelming majority of renters are not from Wells Branch.
  - Gus Kohn spoke about the possibility of increased program offerings bringing more people to the library and that the FoL was using other spaces in the neighborhood for programming since the meeting rooms have been unavailable to them.
  - Jeremy Selvidge mentioned the issue of private rentals appearing to be library supported and the potential for misinformation and problems for the library's public image.
  - Megan Sylvester spoke of the need to honor our contract with renters and give plenty of notice if there is going to be a change to policy.
  - Daniel White spoke about the ACC extended education program that offers fee based programming off site.
- Megan Sylvester brought the forum to a close. Using the chair's prerogative, she brought Action Item #4 to the top of the agenda and called for a motion.
- Faye Cormier made a motion to change the meeting room policy to reflect an end to rentals services as of January 2017 and transition the space for educational and governmental (library) programs only. Faye accepted the friendly amendment from Megan that the end date be February 1, 2017. Jill Traffanstedt seconded the amended motion. There was brief discussion about what constituted educational and governmental programs. It was confirmed that the policy as written allows for the library to cancel advance rentals with adequate notice. It was also confirmed that there are no special event rentals after January 2017 (no weddings or graduation parties). Donita Ward was tasked with rewriting the policy to allow for library sponsored programs and those that fit into the library's mission. Megan suggested the amendment to accept no more private rentals as of close of business today (Sunday, October 9). The amended motion passed unanimously.
- A break was called at 2:34pm.

**Consent Items:** Megan Sylvester pulled the director's report for discussion. She then moved to accept the rest of the Consent Agenda. Ralph Simon seconded. Motion passed unanimously.

1. Accept minutes as distributed
2. Accept Director's report
3. Refer treasurer's report to audit
4. Approve updated TexShare Policy.

**Action Items:**

1. Discuss and take action on election to be held on November 8, 2016.

No action necessary.

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

No action necessary.

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

Donita Ward reported on upcoming repairs and improvements, no action necessary.

4. Discuss and take action on changes to the meeting room policy.

Action was taken earlier in the meeting.

5. Discuss and take action on the Draft 2017 Budget.

Donita Ward presented the Draft 2017 budget as discussed in finance committee the previous week. An amended budget had been distributed this morning (Sunday, October 9) to include some last minute quotes that were not available when reports were sent out last week. Jill Traffanstedt made a motion to approve the Draft 2017 Budget as amended on October 9. Ralph Simon seconded. Motion passed unanimously.

**Trustee items:**

1. Announcements by Board members;
2. Future agenda items;
  - Donita Ward mentioned that there may be updates needed to the Social Media policy to address Records Retention and Open Meetings/ Public Information Act relating to information from a conference she attended.

Meeting was adjourned at 3:23pm.