

**WELLS BRANCH COMMUNITY LIBRARY DISTRICT MINUTES**  
**Sunday, September 11, 2016 at 1:30 PM**

**Present:**

Trustees: Megan Sylvester, Faye Cormier, Jill Traffanstedt, Wanda Holcombe, Ralph Simon  
Library Staff: Donita Ward, Natalee Corbett, Kristin Johnson, Brittany Hecker, Jeremy Selvidge, Katrina O'Keefe, Veronica Johnson, Hannah Quintana, Michelle Zarse, Jacob Vera  
Citizens: Darlene Bauhs, Janet Maxey, Debby Thompson, Gus Kohn, Lara Bennett, Donna Lyons, Lois Kantor, Theresa Misenti, Margaret Sufke, Tracy Simon, Joan Mead

**Open Retreat:**

Open Retreat (comments from citizens will be limited to 3 minutes though board chair may extend)

- Welcome and introductions
- Organized workshop from Alliance Work Partners (2:00-3:30)
- Library Highlights from Director
- Open discussion

**Board of Trustees Meeting:** Megan Sylvester called the meeting to order at 4:15pm. All trustees and Donita Ward, Library Director, were present.

**Consent Items:**

Megan pulled the Director's report for discussion. Wanda made a motion to accept the remaining consent agenda items. Ralph seconded. Passed unanimously.

1. Accept minutes as distributed
2. Accept Director's report
3. Refer treasurer's report to audit
4. Budget amendments

**Action Items:**

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

Wanda gave a report. No action taken.

2. Discuss and take action on bids for the annual audit.

Donita presented three bids (West Davis, Montemayor, and Kayla Wallace). Ralph made a motion to sign with West Davis, the least expensive option. Jill seconded. Passed unanimously.

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

No action taken.

4. Discuss and take action on additional debt/mortgage payments to include budget adjustments if necessary.

Jill made a motion to pay an additional \$100K to the principal with the October mortgage payment. Ralph seconded. Vote was four in favor (Jill, Ralph, Wanda, Faye) and one opposed (Megan). Motion passed.

5. 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 ended with the consensus to get more community input before taking action. The library will host an open community forum on the subject October 9<sup>th</sup> at 1:30pm, directly before the next Board of Trustees meeting.

6. Discuss and take action on PCI compliance to include Card/Data Security Policy.

Since the library's liability insurance covers data breaches, no action is necessary.

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

No action taken- waiting for results from the community forum.

8. Discuss and take action on participation in the association of library districts.

Megan made a motion to set aside up to \$5000 to be part of the association and cover the cost for smaller libraries if necessary. Faye seconded. Passed unanimously. Donita will ask the representative to promote any activities that could get library districts recognized as an educational facility for purposes of Open Carry laws.

9. Discuss and take action on programs and services as discussed during the retreat, to include budget amendments if necessary.

No action taken.

**Trustee items:**

1. Announcements by Board members;
2. Future agenda items;

Donita will prepare a draft budget for 2017 to present at the October board meeting to include items from the strategic plan, salary adjustments to accommodate changes to the fair labor standards laws, and a potential redesign consultant for the meeting rooms. Trustee candidates who will be on the ballot in November will be invited to future meetings.

Meeting was adjourned at 5:25pm.