

**WELLS BRANCH COMMUNITY LIBRARY DISTRICT MEETING MINUTES**  
**Thursday, April 12, 2018 at 6:30pm**

**Meeting began at 6:25pm. Board members present were: Faye Cormier, Jill Traffanstedt, Ralph Simon, and Christine Bloemsma. Director Donita Ward was present.**

**Citizen Comment:**

Gary Davis of West, Davis & Company LLP attended to present the Audit report.

**Reports:**

The Audit report was moved to the top of the agenda and presented by Gary Davis. Receive, discuss, and take action on Audit Report. Hard copies were distributed and highlights discussed.

- a. Our balance sheet looks “extremely good.” The fund balances ratio is around 95% (p.11). Anything over 35% is considered excellent. There is room for continued capital improvements.
- b. 2017’s paying down approximately \$200K of debt and refunding the approximately \$280K Comptroller’s overpayment, while still managing approximately \$238K in capital improvements put our Library in an “enviable situation” moving forward. The Library enters 2018 with no outstanding debt.

Gary Davis excused himself after presentation of the Audit report.

**Regular reports:**

The remaining reports may be accepted collectively or individually. Any of these items may be pulled for discussion upon the request of any Trustee.

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
  - a. Balance \$6680.82.
  - b. 115-120 calendars were sold. FOL will not organize the calendar contest/sales next year. Photo club passed on the opportunity to take over this fundraiser.
  - c. Requested to confirm March 30, 2019 for the next FOL Garage Sale. Jeremy to confirm, but preliminarily the date looked good—with final approval of staff, board approves.
  - d. FOL projects supporting the Port Arthur Public Library will be ongoing at least through the summer, with no re-opening date yet announced. Saturday’s 4/14 Extreme Clean will be the first of several “book drive” events. Next at 4/28 Ecofair. Plan to host restaurant night fundraisers as well.
4. Director’s Report, including discussion and/or approval for the following:
  - a. Facility maintenance issues
  - b. Budget amendments – none
  - c. Trustee Orientation program
  - d. Outdoor space improvements
  - e. Summer reading program draft
5. Committee/Workgroup Reports
  - a. Marketing/Logo – coming soon! Awaiting a color prototype.

Ralph made the motion to accept all reports. Jill seconded the motion and it passed unanimously.

**Action Items:**

1. Discuss and take action on changes to the Launchpad Policy—add language to include adults.
2. Discuss and take action on Director’s proposed Trustee Orientation—including a commitment to desk training (or alternate hands-on or shadowing experience) and at six months, a new Trustee will have worked a shift alongside a staff member.
3. Discuss and take action on quotes:
  - a. from Southwest Solutions on additional shelving – to be added to YA and NF during April inventory.
  - b. from Library Interiors for new doors on the storytime cabinets – still looking for new solution
  - c. from Library Interiors on updates to fans and lighting in the LAB—quote approved.

4. Discuss and take action on Investment Policy.
  - a. Rajeev Jain's training is progressing.
  - b. There are some questions about the investment policy. Note CD maturity dates so we can plan before the window opens. Can we close the BOA account that is no longer needed? It was tied to loans we had with BOA. The concern not to exceed FDIC doesn't apply to TxPool. How much must be liquid assets? How much is spent in 6 months on operations? Roughly \$500,000. Can some of the money that's now liquid be invested, following government restrictions on investment, and requirement for diversification.
  - c. Holding cash or investing has problematic optics if it's not clear we are investing for future expansion and capital projects, from ordinary improvements to purchasing the MUD land the Library occupies.

**Trustee items:**

1. Announcements by Board members. None.
  - Library's 20<sup>th</sup> anniversary is August 8. Will celebrate with an "ice cream social" August 5.
2. Future agenda items:
  - Expansion plan
  - Other capital
  - Gifts and prizes policy (tabled)
  - Committee reports: Investment and Marketing/Logo
3. Deliverables in advance of or at the next meeting.
  - Jeremy and Donita to confirm whether March 30 can be committed to the FOL.
  - Donita will distribute current Investment policy to board members, benchmark against other organizations, ask lawyer to review proposed updates.
  - Each member will send comments and proposed changes to Investment policy to Donita.

**Next meeting is June 13, 2018 at 6:30pm.**

Ralph moved the meeting be adjourned at 7:57pm. Christine seconded, and 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.