

WELLS BRANCH COMMUNITY LIBRARY DISTRICT MEETING MINUTES
Tuesday, January 16, 2018 at 6:30pm

Meeting began at 6:28pm. Board members present were: Faye Cormier, Jill Traffanstedt, Ralph Simon, Matt Sims, and Christine Bloemsa. Director Donita Ward was present.

Citizen Comment: No citizens for public comment

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: No new information. Donita Ward is now on the bank account.
Donita on the bank account now.
3. Friends of the Library Liaison: FOL \$6k. Rented storage locker for Port Arthur library. No calendar for 2019. ROI of time. Garage sale spring 2019. Marie Streusand will be the new FOL Board Member.
4. Director's Report and Committee/Workgroup Reports including discussion and/or approval of the following:
 - a) Proctoring: Only two uses in 2017.
 - b) Finance - good shape - comptrollers' question seems resolved.
 - c) Family Place grant has been submitted. Story time.
 - d) Inventory coming up for media. Stats distributed.
 - e) 2018 projects
 - f) Staff changes coming up. The open position doesn't have a lot of community interaction. Might instead need outreach and marketing —public-facing. MLS with good experience for mgr. experience alone might work for sup.
 - g) Concert next month. Hungry Town—folk. Friday night feb 17 6pm
 - h) Lunchtime Mondays- random topic...armchair travelers. Walking book club.
 - i) Lab: iron and soldering are in.
 - j) Facility air exchanger must be cleaned <\$1000. Go ahead.

Matt moved and Ralph seconded approval. Accepted director's and committee/workgroup reports unanimously.

Action items.

- 1) postpone investment officer; he will meet with Donita and Ralph
- 2) marketing committee and team —set goals. Max and Jeremy
- 3) janitorial service 30% increase 10pm—7am
- 4) updates - staffing hiring job description. Jill moved and Christine seconded approval. Passed unanimously.
- 5) lab and donation policy. Christine moved, Jill seconded approval. Passed unanimously.
- 6) calendar/ programming/meeting rooms process updated. Jill moved and Ralph seconded approval. Passed unanimously.
- 7) discontinue proctoring Matt move to discontinue. Ralph seconded. Passed unanimously.

Trustee items: none.

Next meeting is Tuesday, February 20, 2018 at 6:30pm.

Adjourned 7:36pm

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.