

WELLS BRANCH COMMUNITY LIBRARY DISTRICT MEETING MINUTES
Tuesday, June 13, 2018 at 6:30pm

Meeting began at 6:29pm. Board members present were: Faye Cormier, Jill Traffanstedt, Ralph Simon, and Christine Bloemsma. Director Donita Ward was present.

Citizen Comment: Ms. Chris Caffey inquired about some sort of third-party check-out for her mother, Ms. Pearl, who lives with her and cannot easily come to the library. Ms. Pearl has an aide, and they had hoped to have her check out books on Ms. Pearl's card, which is not in line with our policies. She requested an exception and is willing to sign a form or release. It's expected this can be resolved through the new homebound delivery service, for which policy and procedures are being finalized now. Ms Pearl's number for follow-up is 512-694-5870.

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's report, to include minutes from previous meeting.
2. Treasurer's report, to include reports to refer to Audit.
3. Friends of the Library Liaison: Confirm first Friday event support. Wish to help with August's 20th anniversary celebration. For Sun Aug 5 2-4pm, they are considering Blue Bell or Amy's Ice Cream. They'll communicate their commitment. Unsold FOL t-shirts were donated for tonight's LAB program. They're looking to sponsor and electrical DIY night to include information on the new codes with Steve Lyons as presenter.
4. Director's Report and Committee/Workgroup Reports including discussion and/or approval of the following:
 - a) First quote for gate and furniture for lawn is \$1600. Will have another quote as well before proceeding.
 - b) \$12000 shelving bid southwest solutions. New shelves for fiction, re-use old segments. The result will be a total of 50 shelves for media and 80-some shelves for fiction.
 - c) Close for two days for shelving construction project. This would be a good time to add a training component. Targeting last Thursday and Friday in August.
 - d) A number of upcoming programs, including "Armchair Traveler" - the Louvre, and a new Ukulele Club
 - e) Discussed the 20th Anniversary celebration, including plans for memory board and time capsule.
5. Committee/Workgroup Reports
Marketing presented the new logo.

Motion to approve reports by Jill, second by Christine. Unanimous approval.

Action Items:

1. Discuss and take action on any required updates to the Personnel Policy. No longer an issue - up to 12 weeks...not 50 or more.
2. Discuss and take action on Director's proposed Trustee Orientation and timeline.
3. Discuss and take action on quotes:
 - a) Additional shelving in the fiction area to include possible closure for installation. Approved
 - b) Storytime cabinet doors and possible flooring. Requesting quote.
 - c) Custom gate for front yard along Wells Port Drive approved.
4. Discuss and take action on Investment Policy and any reports from the Investment Officer. Ralph not sure Rajeev is going to work out. Would like access to texpool. Diff between txp and txp prime
Move to approve and take action on adding shelving, and gate and outdoor improvement, Aug 30 and 31 investment officer and trustee orientation. Ralph moved and Jill seconded acceptance. Unanimous approval.

Trustee items:

- Future agenda items: Simplify financial holdings and investment advisor assignment. Storytime room, signage, and homebound delivery
- Matt has resigned from the board—he has a new job and is moving to Houston. Bylaws call for replacement by appointment of the Board. The board will accept his resignation, recruit for a replacement. (Library e-mail will include solicitation of applicants.)

- **Next meeting is Tuesday, July 31, 2018 at 6:30pm.**

Adjourned 8:20pm

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.