

**WELLS BRANCH COMMUNITY LIBRARY DISTRICT AGENDA**  
**Sunday, April 26, 2015 at 3:49 PM**

**Quorum:** Megan Sylvester, Faye Cormier, Jill Traffanstedt, Theresa Faris, Laura Gomez-Horton  
**Staff:** Donita Carlquist-Ward  
**Auditor:** Gary Davis

**Citizen Comment**

Citizen comment is limited to three minutes unless given extra time by meeting chair

*No citizen's present.*

**Consent Items:**

These may be approved collectively or individually. Any of these items may be pulled for discussion upon the request of any Trustee.

1. Accept minutes as distributed
2. Accept Director's report
3. Refer treasurer's report to audit
4. Updated Social media policy

Megan asked to pull director's report and pull treasurer's report

***Megan moved to accept consent agenda items with the exception of the director's report and treasurer's report. Theresa seconded. Passed unanimously***

Director's report discussion:

DONITA audit complete, construction changes set, TLA several people went and came back with lots of ideas, got new display cabinets, inventory day coming up, etc.

Questions and clarifications regarding budget requests in director's report;  
Jill asked question regarding the budget request to move \$11,000 and why we add money back. Donita explained that we needed to add money to show a zero balance.

Discussion on black out blinds that have been requested for large meeting room for presentations. Donita has already begun searching and will get them in place ASAP.

Faye brought up possibility to host a small collection from Flipster. Theresa talked about use of Zinio at Round Rock library. Donita will do more research into digital magazine subscriptions.

Discussion about payroll and our base wage with regards to Donita is in the process of hiring for two positions right now and trying to be competitive. Donita pointed out differentials between what other libraries are offering and what we offer and would like to bring the assistant level positions to \$11 per hour from \$9.25 and the associate level positions to \$13 per hour from \$10.75. This increase would cost the library \$13,685 per year, \$9500 for the remainder of 2015.

Theresa shared information from Round Rock library which has starting pay just above what Donita requested. Board requested more research into looking at what libraries comparable to Wells Branch are posting positions. Not comparable to Austin. Look into areas such as Pflugerville, Cedar Park, Leander, etc. Board requested bringing in numbers to see what budget would look like adding \$0.50 to base salaries.

Donita shared various places she has posted the open positions.

Treasurer's report

Donita requested moving the \$11,000 to budget.

***Megan moved to increase sales tax by \$11,000 to cover construction cost and allocate the \$11,000 to the special improvements project line item. Jill seconded. No dissensions.***

Action items:

1. Discuss and take action on Friends of the library items and activities.  
Theresa reported although not all the totals are in, they believe they made over \$2,200. Donita mentioned that everything seemed well organized. One thing that was noticed was that some of the screws were loose on the meeting room tables. Theresa asked whether we needed FOL to buy or repair tables.

Discussed possibly looking at tables and see if we need to buy new ones.

Laura brought up question of who does cleaning duty after garage sale. Noticed shards of glass from broken vase in parking lot several hours after sale. Theresa will report back to FOL about doing a walk-through.

Other programs coming up: Autoimmune presentation; still not sure if registration will be necessary. Property taxes presentation.

2. Discuss and consider paid subscription databases.  
Discussed some in director's report. Donita reported Mango Language Learning is all or nothing, we cannot have a smaller subscription. Another one to look at is Novelist and Donita has a call into customer service.
3. Discuss and take action on reallocating spaces in the main library to accommodate a second office to include budget adjustments.  
Donita reported that three study rooms will be combined into one alcove. ADA study room will become Karen's office. The construction crew will come out during inventory day on April 30th.

***Megan moved agenda item #6 up to accommodate person from West, Davis, & Company arrived at 4:30.***

4. Discuss and take action on meeting room issues.  
Donita wanted to inform that facilities committee will be meeting in May. Will be discussing a few things regarding the renter of record. Does the renter of record have to be the one present? Who pays and gets the money back? Do they have to be 25 years old? What needs to be in the paperwork, etc.? Not sure if there will be a policy change or simply procedural clarification.
5. Discuss and take action on facility maintenance issues.  
Donita reported there are no more dry pendant issues. Everything is resolved from the long list of facility maintenance projects. Only repairs left are the irrigation sprinkler pump that is still working and the purchase and installation of darkening blinds in the meeting room.
6. Discuss and accept the annual audit presentation.  
Megan moved agenda item up when auditor from West, Davis, & Company arrived at 4:30. Gary Davis explained items on letter to the board.

West, Davis, & Company issued the report, dated April 16, 2015, on the December 31, 2014, basic financial statements of the District. The library received a clean audit.

A full set of audits and records is available for people to request.

***Jill made a motion to accept the audit. Faye seconded the motion. No dissensions.***

Trustee items:

1. Announcements by Board members  
Sasha will be leaving soon, Donita is therefore looking for a replacement.
2. Future agenda items
  - Discussion about engaging person from West, Davis, & Company to assist with switch over to new budgeting and accounting system per audit recommendation.
  - Do we want to have library branch out to cover new neighborhoods being built around? Donita will review to see if that is in our district.
  - Faye would like to get furniture for common area at front of library. Would like 3 love seats and some tables.
  - Consider making another mortgage payment.

**Next meeting: June 2, 2015 at 6:15.  
Adjourned at 5:18**