

**WELLS BRANCH COMMUNITY LIBRARY DISTRICT MINUTES**  
**Sunday, December 6<sup>th</sup> at 6:00pm**

**Call to order at 6:07 by Megan Sylvester. Other trustees present Faye Cormier, Ralph Simon and Wanda Holcombe. Jill Traffanstedt not present. Donita Ward, library director, present.**

**Citizen Comment**

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

No citizens 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. Refer treasurer's report to audit

Megan made a motion to approve the consent agenda. Ralph seconded. No further discussion, passed unanimously.

**Action Items:**

1. Discuss and take action on Friends of the Library items and activities.  
No action taken.
2. Discuss and take action on facility maintenance issues to include budget amendments if necessary.  
No action taken.
3. Discuss and take action on a contract for audit services for FY2015.

Donita sent out the proposed letter of engagement and contract for audit with Gary Davis of West Davis. 2015 will be the 5<sup>th</sup> and final year to use this auditor before sending out for bids again. Wanda moved to approve the contract. Faye seconded. Passed unanimously.

4. Discuss and take action on any budget adjustments for FY2015.

Prior to the meeting, Donita sent out a list of adjustments to be made to the FY2015 operating budget. Most involved moving funds within categories. None are large amounts. Megan moved to approve the budget amendment requests as distributed. Faye seconded. Passed unanimously.

**Trustee items:**

1. Announcements by Board members; no announcements
2. Future agenda items;  
Director's annual review is scheduled for the January meeting.  
Donita will move forward a few policies that are due for review later in the Spring of 2016.

Meeting ended at 6:19pm

The trustees will remain after the meeting for a Holiday Open House at the library during which no business will be conducted or action taken.