

WELLS BRANCH COMMUNITY LIBRARY DISTRICT MINUTES
Tuesday, July 31, 2018

Meeting began at 6:30pm. Board Members present were Faye Cormier, Jill Traffanstedt, Ralph Simon, and Christine Bloemsma. Director Donita Ward was present.

Citizen Comment: Prospective Trustee candidates Lindsay Martinez and Evan Harris attended and introduced themselves to the current board members.

Regular Reports:

1. Secretary report: minutes from previous meeting and January 2018 meeting.
2. Treasurer's report: RBFCU CD discussed in June matured and funds will be moved to checking.
3. Friends of the Library report: \$6500 on hand, discussed Port Arthur book drive, including questions of whether FOL funds may be used to store, transport books as the FOL board agreed early in the project based on the increased profile of the FOL & Library expected from the charitable project. FOL Secretary will run it by informal advisor Megan Sylvester.
4. Director's Report, including discussion of the following: Gate approved last month has been installed at lawn/sidewalk on Wells Port. Family Place grant funds/plans have all been completed. Coming soon (hopefully): walking book club, un-book club. New staff member has been hired – stop by and introduce yourselves! Director received a patron request to increase fines in order to incent high-demand materials' prompt return. Board declined to take action.
5. Committee/Workgroup Reports
 - a. Homebound Services

Jill moved to accept all reports, Ralph seconded. Unanimous approval

Action Items:

1. Call for an election on the uniform election date of November 6, 2018 to elect three trustees. We must apply to be on the ballot; if fewer than three candidates apply, no election is required, and the item will be removed from the ballot. Applicants must submit notarized application by 5pm August 20. These are available at the information desk. *Christine moved to proceed, Ralph seconded. Unanimous approval.*
2. Discuss and take action on appointment of a new trustee to serve the remainder of the term from resigned trustee Matt Sims. Three applicants, all with great experience and connections to the library and the neighborhood, have been interviewed. *Christine moved to table the selection vote until the next meeting, to be held Sunday August 5. Jill seconded. Unanimous approval.*
3. Discuss and take action on any plans for the Library's Birthday Party on August 5th. *Nothing outstanding – see you all there!*
4. Discuss and take action on quotes:
 - a) Storytime area cabinet doors: \$7100 will cover the cabinet, sink, and countertop – heavy doors will be replaced with half-doors. *Jill moved to approve the project, Christine seconded. Unanimous approval.*
 - b) Storytime area flooring: Quote for storytime flooring not yet in. Bob's Boards and More is a state approved vendor (and the only installer of the product in the area); three-bid process will not be required. *Christine moved to table the matter until the next meeting, to be held Sunday August 5. Ralph seconded. Unanimous approval.*

5. Discuss and take action on trustee training and the annual trustee/staff meeting on August 31st to include budget allocation if necessary. *Nothing outstanding – see you there!*
6. Discuss and take action on Homebound Delivery Services to include a policy for temporary services. Discussed getting it rolling as soon as possible as a pilot program, taking a (holiday) break to review/revise, then fully launching in 2019. *Jill moved to implement the policy distributed immediately as a pilot up until Thanksgiving, Christine seconded. Unanimous approval.*
7. Discuss circulation policies and procedures. This was a board member agenda item, and information still being collected. *Christine moved and Jill seconded to table until the next regular meeting. Unanimous approval.*

Trustee items:

1. Board President Faye Cormier has been volunteering with the satellite library at St Andrews Church in the library district. It's connected to the food bank program there. Board agreed to make St Andrews the beneficiary our "Food for Fines" collection and future food collection drives.
2. For future agenda item: consider feasibility and scope of background checks for employees? volunteers? Jill and Donita to do some background research to bring to future meeting. *Jill moved to develop a plan for employee background checks, including permission to consult our attorney. Ralph second. Unanimous approval.*
3. The next meeting will be 1:30pm Sunday August 5.

Jill moved, Christine seconded meeting be adjourned. Unanimous approval.

Meeting adjourned at 7:55pm.