

**WELLS BRANCH COMMUNITY LIBRARY DISTRICT BOARD MEETING MINUTES**  
**Wednesday, August 16, 2017 at 6:30 pm**

Called to order at 6:30pm with a quorum. Trustees present were: Faye Cormier, Jill Traffanstedt, Ralph Simon, Wanda Holcombe, and Matt Sims. Also present was library director Donita Ward.

**Citizen comment:** no citizen comment.

**Consent Items:** These may be approved collectively or individually.

1. Secretary report, to include minutes from previous meeting
2. Treasurer's report, including reports to refer to audit
3. Friends of the Library report  
**Saturday, September 23<sup>rd</sup> for FOL garage sale.**
4. Director's Report, including discussion and/or approval for the following:
  - a. facility maintenance issues
  - b. budget amendments
5. Committee/Workgroup Reports
  - a. Makerspace design team (addendum to director's report)
  - b. Website/ Logo
  - c. Non User Survey

**Director's report discussion included complying with the new ethics law. Will allow a designee for future contracts.**

**Will potentially switch out the auto thermostats to a manual one where the meeting rooms are.**

**Local community college professor is going to use two of his classes to design our logo as a completion between the classes.**

**Jill moved to accept the consent agenda, Matt seconded. The motion passes unanimously.**

**Action Items:**

1. Discuss and take action on updates and changes to the Long Term and Strategic Plans. **No Action taken.**
2. Discuss and take action on audit from the comptroller to include any necessary budget adjustments. **Awaiting more info from the Comptroller's office.**
3. Discuss and take action on quotes from Library Interiors of Texas to include any necessary closures or budget amendments. **Jill Motion was made to move \$50k from retained income to makerspace fund. Ralph seconded. Motion passed unanimously.**
4. Discuss and take action on updates to manager job descriptions

**Wanda made a motion to accept job descriptions and discussed trying to get employee benefits for part time employees that the Library would share costs of. Ralph seconded. It passed unanimously.**

5. Discuss and take action on updates to Reference Policy, Circulation Policy, Fines and Fees Policy, and Patron Computer/Internet Use Policy.

**Jill made a motion to accept policy procedures as discussed. Wanda Seconded. Passed unanimously.**

6. Discuss and take action on cancelling the 2017 General Election for trustees if there are not more candidates than available positions.

**Matt made a motion to let Donita cancel the election on August 21, 2017 if no other candidates apply to run. Jill seconded. The motion passed unanimously.**

7. Discuss and take action on Annual Retreat.

**Postpone discussion until next meeting.**

**Trustee Items:**

**Next meeting is Sept 20, 2017. 6:30pm**

**Jill made motion to adjourn at 8:03 pm. Ralph seconded it and it passed unanimously.**

**All of the above items are subject to action by the board.**