

**WELLS BRANCH COMMUNITY LIBRARY DISTRICT AGENDA**  
**Monday January 9, 2006 at 7 p.m.**

**TO: THE BOARD OF TRUSTEES OF THE WELLS BRANCH COMMUNITY LIBRARY DISTRICT AND  
TO ALL OTHER INTERESTED PERSONS:**

Notice is hereby given that the Board of Trustees of the Wells Branch Community Library District will meet at 15001 Wells Port Drive for the following:

1. Receive citizen input (speaker 5 min).
2. Receive committee reports to include operations, facilities, technology, volunteer/ FOL, fundraising /grants, by-laws, records management.
3. Receive Director's/ staff report to include children's programming, library usage statistics, status of meeting rooms, collection development status, training, web site, volunteer status, fines status.

**Consent Items:**

(These items may be approved collectively or individually. Any of these items may be pulled for discussion upon the request of any Board member.)

1. Accept Minutes as distributed.
2. Refer Treasurer's report to audit.

**Action Items:**

1. Discuss annual review and approve salary for Director.
2. Adopt resolution recognizing contributions by Beth Fox and nominating her for the Texas Library Association's Librarian of the Year award.
3. Adopt resolution proclaiming February as "Love your Library Month"
4. Discuss and consider financial matters to include allocation of donations/funds, authorization of payment for work on HVAC units, and FY06 budget.
5. Discuss and consider revisions to the Trustee Code of Behavior.
6. Discuss and approve resolution to personnel matters.
7. Discuss and consider RFP for FY2005 audit

**Trustee items:**

1. Announcements by Board members;
2. Future agenda items;

All of the above items are subject to action by the board. January 5, 2006

Dianne Koehler  
President, Board of Trustees

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.

**Wells Branch Community Library  
Board of Trustees Meeting  
January 9, 2006**

The meeting was called to order at 7:07 pm. Board members in attendance were: Dianne Koehler, Paul Vancil, Lois Kantor, Phil Pringle and Pam Wachholz. Mr. Curt Shane was a guest there to observe.

**Reports**

Committee reports were distributed via email and accepted.

**Consent Items**

December Minutes were accepted with spelling correction. Treasurer's report was not ready because of end-of-year additional work. It will be sent out shortly.

**Action Items**

Personnel/Staff: Ms. Koehler moved, and Ms. Kantor seconded that the Director's position be made salaried, not hourly, and that the Board accept the salary increase recommended in the Library Director's Annual Review for Ms. Carlquist, with half to be awarded immediately and half at midterm. The motion passed with one abstention.

Ms. Koehler noted that the matter between Mr. Pringle and an employee had not been completely resolved. Ms. Koehler moved that Mr. Pringle write a letter of apology to the staff member for inappropriately calling the Sheriff's Dept. Ms. Wachholz seconded the motion, which passed with one abstention. Ms. Koehler suggested that the letter be completed within 7 days.

TLA Related: Ms. Koehler moved and Ms. Kantor seconded that the Board nominate Ms. Beth Fox of Westbank Community Library for the Texas Library Association's Librarian of the Year Award. The motion passed.

Ms. Koehler moved and Mr. Pringle seconded that the Board adopt a resolution proclaiming February as "Love Your Library Month." The motion passed.

Financial Matters: Mr. Vancil reported that the end-of-year Treasurer's Report would be out soon, and that we are doing very well. Additionally, he and Ms. Koehler noted:

- we have identified a new CPA firm (Montemayor and Associates) willing to conduct our annual audit for the budgeted \$5500, and they will begin as soon as a contract is signed;
- the HIVAC system still needs expensive repairs, so we will prioritize for safety issues first and address other problems later in the year;
- payment for the library building will be documented outside the operating budget;
- and an RFP for the 2005 audit was not longer necessary so it was removed from discussion.

Revisions to the Trustee Code of Behavior: tabled until the March meeting so that Operations Committee can review the material and the Bylaws.

**Announcements**

The next Board Meeting will be held March 6, 2006, unless Board action is needed prior to that time.

Ms. Koehler presented information from the TLA meeting, including:

- Texas law now requires training within one year for Board and staff regarding open meetings and open records. Ms. Koehler will order training DVDs. Ms. Kantor will collect completion data and send confirmation to the appropriate source;
- as of January 1<sup>st</sup>, we must provide at least one DRE machine to facilitate handicapped voting in elections, making elections a more complicated and expensive undertaking. We also have to keep all ballots in locked boxes for 22 months;
- we will have to work closely with the Fire Dept. regarding identification of industries we may be missing for tax collection;
- and, we will look at ways to identify businesses providing services or goods without a physical presence in our taxing district through point of sale data.

With no further business to discuss, the meeting was adjourned at 8:30 pm.

Respectfully submitted,

Lois Kantor  
Co-Secretary

# **WELLS BRANCH COMMUNITY LIBRARY DISTRICT AGENDA**

## **Special Meeting**

**Monday January 23, 2006 at 2 p.m.**

### **TO: THE BOARD OF TRUSTEES OF THE WELLS BRANCH COMMUNITY LIBRARY DISTRICT AND TO ALL OTHER INTERESTED PERSONS:**

Notice is hereby given that the Board of Trustees of the Wells Branch Community Library District will meet at 15001 Wells Port Drive for the following:

#### **Action Items:**

1. Accept resignation of trustee Phillip Pringle.
2. Approve contract for May election with Travis County.

#### **Trustee items:**

1. Announcements by Board members;
2. Future agenda items;

All of the above items are subject to action by the board. January 20, 2006

Dianne Koehler  
President, Board of Trustees

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.

**Wells Branch Community Library  
Board of Trustees Meeting  
January 23, 2006  
Special Meeting**

The meeting was called to order at 2 pm. Board members in attendance were: Dianne Koehler, Paul Vancil and Lois Kantor. No guests or library staff was present.

**Action Items**

Resignation of Trustee Phillip Pringle: Ms. Koehler moved to accept the resignation of Trustee Phillip Pringle, effective immediately. Mr. Vancil seconded, and the motion passed unanimously.

Approve contract with Travis County for May election: Ms. Koehler moved to accept as presented the contract with Travis County for the May election. Mr. Vancil seconded, and the motion passed unanimously.

With no further business to discuss, the meeting was adjourned at 2:05 pm.

Respectfully submitted,

Lois Kantor  
Co-Secretary

**WELLS BRANCH COMMUNITY LIBRARY DISTRICT AGENDA**  
**Monday March 6, 2006 at 7 p.m.**

**TO: THE BOARD OF TRUSTEES OF THE WELLS BRANCH COMMUNITY LIBRARY DISTRICT AND  
TO ALL OTHER INTERESTED PERSONS:**

Notice is hereby given that the Board of Trustees of the Wells Branch Community Library District will meet at 15001 Wells Port Drive for the following:

1. Receive citizen input (speaker 5 min).
2. Receive committee reports to include operations, facilities, technology, volunteer/ FOL, fundraising /grants, by-laws, records management.
3. Receive Director's/ staff report to include children's programming, library usage statistics, status of meeting rooms, collection development status, training, web site, volunteer status, fines status.

**Consent Items:**

(These items may be approved collectively or individually. Any of these items may be pulled for discussion upon the request of any Board member.)

1. Accept Minutes as distributed.
2. Refer Treasurer's report to audit.
3. Approve Order calling Trustee Election.

**Action Items:**

1. Appoint Kathleen Williams to fill vacancy on Board of Trustees.
2. Discuss and consider financial matters to include allocation of donations/funds, and FY2005 audit.
3. Discuss and consider disruptive behavior issues with minors.
4. Discuss and consider election issues to include joint agreements, DOJ filings, and voting locations.
5. Discuss and consider Long Range Plan, Collection Development Plan.

**Trustee items:**

1. Announcements by Board members;
2. Future agenda items;

All of the above items are subject to action by the board. March 1, 2006

Dianne Koehler  
President, Board of Trustees

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.

**Wells Branch Community Library**  
**Board of Trustees Meeting**  
March 6, 2006

The meeting was called to order at 7:04 pm. Board members in attendance were: Dianne Kohler, Pam Wachholz, and Lois Kantor. Mr. Paul Vancil was absent. Ms. Donita Carlquist and Mr. Daniel Berra were representing the Library, and Ms. Kathleen Williams, candidate-elect to the Board was present.

No citizen input was received.

**Reports**

Committee reports were accepted as presented.

**Consent Items**

Minutes were accepted as distributed. There was no Treasurer's report in the Treasurer's absence.

**Action Items**

Appoint Kathleen Williams to fill the vacancy on the Board of Trustees: Ms. Koehler moved that Ms. Williams be appointed to fill the Board vacancy. Ms. Kantor seconded, and the motion passed unanimously. Ms. Williams took the Oath of Office and then took her place on the Board.

Financial Matters: Ms. Koehler reported that the auditors have already completed the 2005 audit, which looks good.

There will be no garage sale this spring; Library finances show no pressing need, considering the amount of time and effort involved for a small amount of income.

Disruptive Behavior of Minors: The Library has received a bill for \$200 for repair of electrical damage caused by a minor to a monitor and phone lines. Ms. Carlquist, the Library Director, made recommendations regarding handling disruptive minors who are asked to leave. Ms. Koehler moved that we draft a letter to the parents of the child causing damage, including the itemized charges, and let them know they are expected to pay for the damages. Ms. Wachholz seconded the motion, which passed unanimously.

Election: Ms. Koehler moved that the Board adopt the Order Calling Trustee Election. Ms. Kantor seconded the motion, which passed unanimously. Ms. Koehler then moved that the Board adopt the Resolution Approving Joint Election Agreement. Ms. Wachholz seconded, and the motion passed unanimously.

Ms. Koehler moved that if the election is unopposed, it will be cancelled. Ms. Wachholz seconded the motion, which passed unanimously.

Adoption of the Direct Recording Electronic Voting (DRE) Order was postponed until the next meeting.

Long Range and Collection Development Plans: Ms. Williams agreed to spearhead a collection development plan, working with the staff. The long-range plans are not yet complete.

Other Business: Ms. Carlquist distributed a sample survey for Trustees to use with patrons.

**Trustee Items**

Announcements: The Texas Library Association is meeting next month in Houston, April 25-28.

The next Board Meeting is scheduled for March 13, 2006 at noon to adopt the DRE order.

With no further business to discuss, the meeting was adjourned at 8pm.

Respectfully submitted,

Lois Kantor  
Co-Secretary



WELLS BRANCH COMMUNITY LIBRARY DISTRICT  
Monday March 13, 2006 at 12:00 noon  
AGENDA

**TO: THE BOARD OF TRUSTEE OF THE WELLS BRANCH COMMUNITY LIBRARY DISTRICT  
AND TO ALL OTHER INTERESTED PERSONS:**

Notice is hereby given that the Board of Trustee of the Wells Branch Community Library District will meet at 15001 Wells Port Drive for the following purposes:

**Action Items:**

1. Approve Order Adopting and Implementing the Use of DRE Voting Systems in Addition to Paper Ballots in District Elections.
2. Approve revised Joint election agreements.

All of the above items are subject to action by the board. March 7, 2006

Dianne Koehler  
President, Board of Trustees

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.

**Wells Branch Community Library  
Board of Trustees Meeting  
March 13, 2006**

The meeting was called to order at 12:00 noon. Board members in attendance were: Dianne Koehler, Lois Kantor and Kathleen Williams. No guests were present.

**Action Items**

Election: Ms. Koehler moved that the Board approve the Order Adopting and Implementing the Use of DRE Voting Systems in Addition to Paper Ballots in District Elections. Ms. Kantor seconded, and the motion passed unanimously.

Ms. Koehler moved that the Board approve the revised Joint Election Agreement. Ms. Kantor seconded and the motion passed unanimously.

With no further business to discuss, the meeting was adjourned at 12:07 pm.

Respectfully submitted,

Lois Kantor  
Co-Secretary

**WELLS BRANCH COMMUNITY LIBRARY DISTRICT AGENDA**  
**Monday April 10, 2006 at 7 p.m.**

**TO: THE BOARD OF TRUSTEES OF THE WELLS BRANCH COMMUNITY LIBRARY DISTRICT AND  
TO ALL OTHER INTERESTED PERSONS:**

Notice is hereby given that the Board of Trustees of the Wells Branch Community Library District will meet at 15001 Wells Port Drive for the following:

1. Receive citizen input (speaker 5 min).
2. Receive committee reports to include operations, facilities, technology, volunteer/ FOL, fundraising /grants, by-laws, records management.
3. Receive Director's/ staff report to include children's programming, library usage statistics, status of meeting rooms, collection development status, training, web site, volunteer status, fines status.

**Consent Items:**

(These items may be approved collectively or individually. Any of these items may be pulled for discussion upon the request of any Board member.)

1. Accept Minutes as distributed.
2. Refer Treasurer's report to audit.
3. Approve Order Canceling Trustee Election, Certificate of Unopposed Candidates.

**Action Items:**

1. Discuss and consider changes to Texshare card policy.
2. Discuss and consider financial matters to include allocation of donations/funds, and FY2005 audit.
3. Discuss and consider disruptive behavior issues with minors.
4. Discuss and consider technology matters to include software for patron computer management.
5. Discuss and consider revisions to Long Range Plan, Collection Development Plan.

**Trustee items:**

1. Announcements by Board members;
2. Future agenda items;

All of the above items are subject to action by the board. April 5, 2006

Dianne Koehler  
President, Board of Trustees

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.

**Wells Branch Community Library  
Board of Trustees Meeting  
April 10, 2006**

The meeting was called to order at 7:07 pm. Board members in attendance were: Dianne Koehler, Lois Kantor and Kathleen Williams. Absent were Paul Vancil and Pam Wachholz. Donita Carlquist, Library Director was present, and Ms. Nancy Larrinaga.

**Citizen Input:** Ms. Larrinaga, a candidate for the Board, presented a brief bio of herself.

**Reports:** Reports were accepted as distributed. No Technology report was presented in Mr. Vancil's absence. The Library received a "We the People" award of 15 books and will do a program on "becoming American." The Children's Librarian position is again vacant; recruitment has begun. A Page may be hired for the summer to assist with the additional work, especially in light of new staff.

**Consent Items:**

Minutes were accepted as distributed.

No Treasurer's Report presented this month.

The Order Canceling the Trustee Election and the Certificate of Unopposed Candidates were approved. They will be sent to the County for posting at election sites.

**Action Items**

TexShare Card Policy: Ms. Kantor moved that the TexShare policy be changed to state that cards will be issued only to patrons who have been library members at least 6 months, have good standing, show 3 months of regular activity on his/her card, and that the card expires 6 months from date of issue. Ms. Koehler seconded the motion, which passed unanimously.

Financial Matters: YTD, the Library has collected more fines and fees than projected (\$3760), received \$670 in donations and \$518 through fundraising. Over \$1000 of this money is not dedicated to specific purchase/use. Ms. Koehler moved that unallocated funds (approximately \$1100) be used to fund a summer Page, assuming no budgetary problems arise. Ms. Kantor seconded the motion, which passed unanimously. Ms. Carlquist will create a budget for the Page.

Disruptive Child Behavior: This issue was resolved prior to the meeting.

Technical: The Tech Committee has already budgeted funds for patron management software. They will work out the logistics for installation.

Long Range Plan: The Library meets all current requirements for the "Basic Library." A Collection Development Plan is still needed. Ms. Williams agreed to have a first draft by July. Long-range plans will be reviewed at the June meeting.

**Trustee Items:**

The next Board meeting will be held May 17, 2006.

The Board will hold a retreat in August, with staff attending part of it.

The Library is considering a booth at the Wells Branch July 4<sup>th</sup> celebration.

With no further business to discuss, the meeting was adjourned at 8:28 pm.

Respectfully submitted,

Lois Kantor  
Secretary

**WELLS BRANCH COMMUNITY LIBRARY DISTRICT AGENDA**  
**Monday May 17, 2006 at 7 p.m.**

**TO: THE BOARD OF TRUSTEES OF THE WELLS BRANCH COMMUNITY LIBRARY DISTRICT AND  
TO ALL OTHER INTERESTED PERSONS:**

Notice is hereby given that the Board of Trustees of the Wells Branch Community Library District will meet at 15001 Wells Port Drive for the following:

1. Receive citizen input (speaker 5 min).
2. Receive committee reports to include operations, facilities, technology, volunteer/ FOL, fundraising /grants, by-laws, records management.
3. Receive Director's/ staff report to include children's programming, library usage statistics, status of meeting rooms, collection development status, training, web site, volunteer status, fines status.

**Consent Items:**

(These items may be approved collectively or individually. Any of these items may be pulled for discussion upon the request of any Board member.)

1. Accept Minutes as distributed.
2. Refer Treasurer's report to audit.

**Action Items:**

1. Administer oath of office to new trustees.
2. Receive and accept 2005 audit report from firm of Arturo Montemayor.
3. Discuss and consider changes to meeting room policy to include reduction or elimination of deposit requirement, request from patrons, recommendations from staff.
4. Discuss and consider changes to procurement policy to include addition of requirement of conflict of interest questionnaire.
5. Discuss and consider financial matters to include allocation of donations/funds
6. Discuss and consider offer from WBMUD to run a water line to storage cistern at no charge to Library District to supplement rainfall for landscape irrigation. See Don Williams letter.
7. Discuss and consider utilization of grant funds for 2006-7 from CTLS. See staff proposal.

**Trustee items:**

1. Announcements by Board members;
2. Future agenda items;

All of the above items are subject to action by the board. May 10, 2006

Dianne Koehler  
President, Board of Trustees

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.

**Wells Branch Community Library  
Board of Trustees Meeting  
May 17, 2006**

The meeting was called to order at 7:06 pm. Board members in attendance were: Dianne Koehler, Lois Kantor, Kathleen Williams and Nancy Larrinaga. Paul Vancil was absent. Guest included Donita Carlquist, Daniel Berra and Anne-Francis Lightfield from the Library; also present were Ms. Jane Marawar, Anitra Jones, Caylah Jones, Brandon Jones, Gregory Lang, the Rev. Dwayne Jones, Dorothy Kennedy, and Arturo Montemayor..

**Citizen Input:** Ms. Marawar spoke about the language of the “Adopt a Book” program being inaccurate and a potential negative for adopted children. She asked the Board to consider changing the name of the program to “Sponsor a Book.”

The Rev. Jones asks the Board if they could accommodate his use of the large meeting room 3 hrs/week (Sunday mornings) on an ongoing basis.

**Reports.** Reports were accepted as presented or distributed. The Treasurer’s Report was referred to audit.

**Consent** The April Minutes were approved as distributed.

**Action Items**

Swearing in New Board Trustees: The Oath of Office was administered to new and returning Trustees before any other business.

2005 Audit Report: The Board received and accepted the 2005 audit report from Mr. Montemayor. Final copies will be sent to the Board and Library.

Meeting Room Policy: The Library Director recommended that references to security deposits be removed from the Meeting Room policy, contracts, etc. as it costs more to carry out than it is worth. Ms. Koehler moved that we try to negotiate an agreement with Mr. Jones to allow ongoing use of the large meeting room on Sunday mornings. Ms. Kantor seconded the motion, which passed unanimously. Ms. Koehler then moved that the deposit requirement be eliminated from meeting room rentals, and deposits be refunded to clients with deposits on the books. Ms. Larrinaga seconded the motion, which passed unanimously.

Procurement Policy: Ms. Koehler moved to revise the Acquisitions and Materials Policy to include a Conflict of Interest Questionnaire. Ms. Williams seconded the motion, which passed unanimously.

Allocation/donation of funds: No action was taken.

Consideration of MUD water line Offer: Ms. Koehler moved that the Board allow the MUD to install irrigation lines to provide water to the Library cistern at no cost to the

Library. Ms. Kantor seconded the motion, which passed unanimously. Ms. Koehler will draft a letter accepting the offer.

**Trustee Items:**

Future Agenda Items: “Adopt a Book” program name change will be discussed at the June meeting.

With no further business to discuss, the meeting was adjourned at 9:14 pm.

Respectfully submitted,

Lois Kantor  
Co-Secretary



**WELLS BRANCH COMMUNITY LIBRARY DISTRICT AGENDA**  
**Monday June 12, 2006 at 7 p.m.**

**TO: THE BOARD OF TRUSTEES OF THE WELLS BRANCH COMMUNITY LIBRARY DISTRICT AND  
TO ALL OTHER INTERESTED PERSONS:**

Notice is hereby given that the Board of Trustees of the Wells Branch Community Library District will meet at 15001 Wells Port Drive for the following:

1. Receive citizen input (speaker 5 min).
2. Receive committee reports to include operations, facilities, technology, volunteer/ FOL, fundraising /grants, by-laws, records management.
3. Receive Director's/ staff report to include children's programming, library usage statistics, status of meeting rooms, collection development status, training, web site, volunteer status, fines status.

**Consent Items:**

(These items may be approved collectively or individually. Any of these items may be pulled for discussion upon the request of any Board member.)

1. Accept Minutes as distributed.
2. Refer Treasurer's report to audit.

**Action Items:**

1. Discuss and consider usage and retention period for tape recording board meeting to assist board secretary in generating minutes.
2. Discuss and consider request to change "adopt-a-book" program name.
3. Discuss and consider collection development plan
4. Discuss and consider financial matters to include allocation of donations/funds, financial plan.
5. Set date for board retreat, discuss methods to solicit input, discuss agenda items for retreat.
6. Discuss and consider election of officers of the board.
7. Discuss and consider changes to patron behavior policy, meeting room issues, computer usage issues . See staff proposal.
8. Discuss and consider resolution of issues/damages caused by juvenile in February.

**Trustee items:**

1. Announcements by Board members;
2. Future agenda items;

All of the above items are subject to action by the board. June 7, 2006

Dianne Koehler  
President, Board of Trustees

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.

**Wells Branch Community Library  
Board of Trustees Meeting  
June 12, 2006**

The meeting was called to order at 7:05 pm. Board members in attendance were: Dianne Koehler, Nancy Larrinaga, Kathleen Williams and Lois Kantor. Paul Vancil was absent. Donita Carlquist, Library Director, was present. Christie Carlquist was present as a guest.

**Reports**

Reports were accepted as distributed.

**Consent Items**

May Minutes were accepted. The final Auditor's report is now available.

**Action Items**

Tape Recording Board Meetings: Ms. Koehler moved that the Board record meetings and keep the tape until the following meeting. Ms. Williams seconded the motion, which passed unanimously.

Adopt –a Book Program Name: Ms. Koehler moved that the name of the Adopt-a-Book program be changed to Sponsor-a-Book. Ms. Kantor seconded the motion, which failed. Ms. Kantor then moved that the Library survey the patrons to determine which name they prefer, Sponsor-a-Book or Adopt-a-Book. Ms. Larrinaga seconded the motion, which passed. Ms. Kantor will send Ms. Marawar a letter indicating this action.

Collection Development Plan: Postponed until July meeting.

Financial Matters: Ms. Koehler moved that the Library retain the “pcrepairedude” on a 30 day trial basis, awaiting a reference check. Ms. Kantor seconded the motion, which passed. Ms. Carlquist recommended that we hire another Associate at least through the summer, and possibly longer to replace one leaving at the end of summer. Ms. Koehler moved that the Board authorize the expenditure to cover the cost of adding another Associate per Ms. Carlquist's recommendation. Ms. Williams seconded the motion, which passed unanimously.

Board Retreat: The Board Retreat was set for the afternoon of August 13<sup>th</sup>.

Board Officers: It was decided that Ms. Koehler would remain Board President, Ms. Larrinaga would take over as Vice-President, Mr. Vancil would remain as Treasurer, Ms. Kantor as Secretary and Ms. Williams as Parliamentarian. Ms. Kantor will notify Regions Bank of these changes.

Operations Issues: Ms. Carlquist had distributed copies of policy and procedures regarding patron behavior, meeting room rental and computer use. These were discussed and Ms. Carlquist will make appropriate revisions. The Board will send a letter to Rev. Jones

regarding use of the library rooms. Ms. Carlquist will develop a draft for the Secretary's use.

Ms. Carlquist sent a second letter, asking for a reply, to the patron whose son caused damage to Library property. After 30 days, if she has not received a response, she will send a final letter stating that the matter will be turned over to the Library's attorney.

With no further business to discuss, the meeting was adjourned at 8:30 pm.

Respectfully submitted,

Lois Kantor  
Co-Secretary

**WELLS BRANCH COMMUNITY LIBRARY DISTRICT AGENDA**  
**Monday July 10, 2006 at 7 p.m.**

**TO: THE BOARD OF TRUSTEES OF THE WELLS BRANCH COMMUNITY LIBRARY DISTRICT AND  
TO ALL OTHER INTERESTED PERSONS:**

Notice is hereby given that the Board of Trustees of the Wells Branch Community Library District will meet at 15001 Wells Port Drive for the following:

1. Receive citizen input (speaker 5 min).
2. Receive committee reports to include operations, facilities, technology, volunteer/ FOL, fundraising /grants, by-laws, records management.
3. Receive Director's/ staff report to include children's programming, library usage statistics, status of meeting rooms, collection development status, training, web site, volunteer status, fines status.

**Consent Items:**

(These items may be approved collectively or individually. Any of these items may be pulled for discussion upon the request of any Board member.)

1. Accept Minutes as distributed.
2. Refer Treasurer's report to audit.

**Action Items:**

1. Discuss and consider request to change "adopt-a-book" program name.
2. Discuss and consider collection development plan
3. Discuss and consider financial matters to include review of 1<sup>st</sup> half year budget for re-allocation of funds, financial plan.
4. Approve contract for technical services with Sean Brady "pc repair dude" and purchase of software licenses.
5. Discuss and consider adding filters to employment computers.
6. Discuss methods to solicit input from public for library planning, discuss agenda items for retreat.
7. Discuss and consider changes to patron behavior policy, meeting room issues, computer usage issues, privacy policy See staff proposal.
8. Discuss and consider resolution of issues/damages caused by juvenile in February.

**Trustee items:**

1. Announcements by Board members;
2. Future agenda items;

All of the above items are subject to action by the board. July 6, 2006

Dianne Koehler  
President, Board of Trustees

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.

**Wells Branch Community Library  
Board of Trustees Meeting  
July 10, 2006**

The meeting was called to order at 7:15 pm. Board members in attendance were: Dianne Koehler, Lois Kantor and Kathleen Williams. Paul Vancil and Nancy Larrinaga were absent. Donita Carlquist and Daniel Berra, library staff, were present. Mr. Richard Shannon, a guest, also attended.

**Citizen Input** Mr. Shannon requested that the Board consider patron residency as well as usage in granting TexShare cards. He states that he lives in Wells Branch, but finds the 90 day waiting period a hardship. The Board suggested he complete a Nonconformance Form requesting an exemption based on his unique needs.

**Reports** Reports were approved as distributed. One self-check machine is still non-functional.

**Consent Items** Minutes were accepted as distributed. The Treasurer's report was referred to audit.

**Action Items**

Adopt-a-Book Program Name: This was deferred to the August meeting because the patron survey is still underway.

Collection Development Plan: Ms. Williams will email the draft plan to Board and staff for input.

Financial Matters: The budget was reviewed with no changes made.

Technical: Repair contract on hold until the Board temporarily. Ms. Koehler moved that the library add sonic wall filters to the employment computers. Ms. Kantor seconded the motion, which passed unanimously.

Community Input: The customer survey is providing feedback online and hardcopy. Ms. Kantor will deliver copies of the survey to the MUD office to reach additional community residents.

Other Business: Behavior policy, meeting room, and other policy issues deferred. Ms. Carlquist has sent a final (3<sup>rd</sup>) letter, with return receipt requested, to the parents of the juvenile who caused damages earlier this year.

With no further business to discuss, the meeting was adjourned at 8:25 pm.

Respectfully submitted,

Lois Kantor, Secretary

**WELLS BRANCH COMMUNITY LIBRARY DISTRICT AGENDA**  
**Sunday August 13, 2006 at 1 p.m.**

**TO: THE BOARD OF TRUSTEES OF THE WELLS BRANCH COMMUNITY LIBRARY DISTRICT AND  
TO ALL OTHER INTERESTED PERSONS:**

Notice is hereby given that the Board of Trustees of the Wells Branch Community Library District will meet at 15001 Wells Port Drive at 12 noon for Board/Staff team building then open to public for the following:

1. Receive citizen input on issues (speaker limit 5 min).
2. Receive committee reports to include operations, facilities, technology, volunteer/ FOL, fundraising /grants, by-laws, records management, community survey.
3. Receive Director's/ staff report to include children's programming, library usage statistics, status of meeting rooms, collection development status, training, web site, volunteer status, fines status.

**Consent Items:**

(These items may be approved collectively or individually. Any of these items may be pulled for discussion upon the request of any Board member.)

1. Accept Minutes as distributed.
2. Refer Treasurer's report to audit.

**Action Items:**

1. Discuss and consider request to change "adopt-a-book" program name.
2. Approve contract for technical services with Sean Brady "pc repair dude".
3. Discuss and consider financial matters to include review of 1<sup>st</sup> half year budget for re-allocation of funds, including designation of YA collection to adult funding, moving unused budget funds from completed categories.
4. Discuss and consider computer issues to include patron management software parameters, extend blockage of library privileges to computer use for patrons with over-due charges/fines, change in usage of child/teen computers to "educational only" during hours immediately after school, .
5. Discuss and consider changes to patron behavior policy, computer usage policy, privacy policy, TexShare policy See staff proposal.
6. Discuss and consider taking action on issue of damages caused by juvenile in February.
7. Discuss and adopt collection development plan
8. Discuss and adopt long range plan.

**Trustee items:**

1. Announcements by Board members;
2. Future agenda items;

All of the above items are subject to action by the board. August 8, 2006

Dianne Koehler  
President, Board of Trustees

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.

**Wells Branch Community Library  
Board of Trustees Meeting  
August 13, 2006**

The meeting was called to order at 1:12 pm. Board members in attendance were: Dianne Koehler, Lois Kantor, Kathleen Williams, and Nancy Larrinaga. Paul Vancil was absent. Guests included library staff: Donita Carlquist, Daniel Berra, Anne Lightfield, Tristan Boyd, Bryan Forbes, Corwin Ritchey and Nahal .

**Reports**

Reports were accepted as presented.

**Consent Items**

Minutes were accepted as presented. The Treasurer's report was referred to file.

**Action Items**

"Adopt-a-Book" program name. Patron survey votes for program name were: Adopt a Book – 5, Sponsor a Book - 4 and Book Boosters – 10. Ms. Kantor moved that the program name be changed to Book Boosters". Ms. Koehler seconded the motion, which passed.

Contract for Technical Services. Ms. Koehler moved that we approve a PC repair contract with Sean Brady as written. Ms. Kantor seconded the motion, which passed.

Financial Matters: Ms. Koehler moved that we cancel a service agreement with the current copy machine vendors and bid for a newer copy machine. Ms. Larrinaga seconded the motion, which passed.

Computer Issues: Ms. Koehler moved that we adopt revisions to the current computer policy. Ms. Larrinaga seconded the motion, which passed. Ms. Kantor moved that we rename the ECSS&UP to Computer Use Policy. Ms. Koehler seconded the motion, which passed.

Ms. Koehler then moved that computer usage by minors be restricted on school days from 2 pm to 6 pm to ensure equal access. Ms. Williams seconded the motion, which passed.

Privacy Policy: Tabled for further discussion. A committee was formed of staff member Daniel Berra and Trustee Larrinaga to address the policy.

Texshare Policy: Ms. Koehler moved that we change the Texshare policy as follows:

- patrons must be members of the library for at least 6 months
- patron accounts must show checked out for at least 3 of the last 6 months
- If the above criteria are met at renewal, renewal would be for a period of one year.

Ms. Kantor seconded the motion, which passed.

Collection and Development Plan: Ms. Koehler moved that we adopt the current version of the Collection and Development Plan. Ms. Larrinaga seconded the motion, which passed.

Long Range Plan: Ms. Koehler moved that we adopt the long-range plan. Ms. Williams seconded the motion, which passed.

Damages Caused by a Juvenile: Ms. Carlquist reported that the juvenile's parents refused to accept a certified letter she sent regarding responsibility for the damages. Ms. Koehler moved that we contact our attorney to determine if the library has any recourse. Ms. Kantor seconded the motion, which passed.

Other Business: Ms. Carlquist recommended that the library undertake some community marketing/promotion. Ms. Larrinaga said she would look into the possibility of working with a local university to set up a student internship for developing/implementing library marketing. Ms. Carlquist also asked for assistance with records management. She was asked to develop a job description for a part-time clerk.

The staff was dismissed at 4:35.

The Board went into Executive Session at 4:40 pm. The Executive Session, and the Board Meeting, was adjourned at 4:50 pm.

Respectfully submitted,

Lois Kantor  
Secretary



**Wells Branch Community Library  
Board of Trustees Meeting  
September 11, 2006**

The meeting was called to order at 7:05pm. Board members in attendance were: Dianne Koehler, Lois Kantor, Kathleen Williams and Nancy Larinaga. Paul Vancil was absent. Donita Carlquist and Daniel Berra, library staff, were present. Shannon McMillin came to give citizen input.

**Citizen Input**

Mr. McMillin represented a church group that uses a library meeting room some Saturday mornings. He requested that the library consider allowing the church group to offset some of the rental cost by undertaking a cleaning or repair project for the library. The Board suggested that the Operations Committee come up with a plan to accommodate this and bring it back to the Board.

**Reports**

Reports were accepted as presented.

**Consent Items**

There were no minutes to approve. The August minutes will be distributed shortly. Treasurer's report was referred to audit.

**Action Items**

Financial Matters:

Re-allocation of funds:

- Ms. Koehler moved to strike the motion to move \$500 from audit line to adult media line item; to move \$500 from adult books to adult media; and to move \$400 from adult books to book processing. Ms. Kantor seconded the motion, which passed.
- Ms. Koehler moved to allocate the \$650 from the blow-out book sale to children's books. Ms. Kantor seconded the motion, which passed.
- Ms. Koehler moved to allocate \$2000 for replacement tables and chairs and trolley for them for the meeting rooms and wall painting from excess revenues. Ms. Larinaga seconded the motion, which passed.

Separate Reserve Account: Ms. Koehler moved that the Board authorize establishment of a separate reserve account at TexPool to be funded from general funds with \$120,000, and to authorize the Library Director to have inquiry only access to the accounts at TexPool. Ms. Kantor seconded the motion, which passed.

Meeting Room Issues: encompassed in Financial Matters above.

Privacy Policy: Legal counsel was comfortable with the policy suggested by Ms. Larinaga. Ms. Larinaga moved that the Board adopt the policy, as presented, and Ms. Koehler seconded the motion. The motion failed to pass. Ms. Larinaga amended the

policy. She then moved that the Board adopt the amended policy, which Ms. Koehler seconded. The amended policy passed.

Patron Behavior Policy and Computer Usage Policy were not addressed.

Action on Issue of Damages: There has been no response to the registered letters or calls to the patron's mother regarding resolution of the damages caused by her son's behavior. Legal counsel suggested that the library file a police report of the incident. The Board recommended that a police report always be filed in such circumstances in order to satisfy all insurance issues and avert other similar potential problems. Ms. Koehler moved that the Director file a police report, and let the Sheriff's Office handle the matter from this point. Ms. Larinaga seconded the motion, which passed.

Trustee Items:

Ms. Larinaga updated the Board on progress looking into a student marketing project. The Board recommended finishing the HEB bag project by the end of the month, and more strongly promote the inkjet cartridge donations, especially from Dell and HP.

With no further business to discuss, the meeting was adjourned at 8:35 pm.

Respectfully submitted,

Lois Kantor  
Secretary

**WELLS BRANCH COMMUNITY LIBRARY DISTRICT AGENDA**  
**Monday October 8, 2006 at 7 p.m.**

**TO: THE BOARD OF TRUSTEES OF THE WELLS BRANCH COMMUNITY LIBRARY DISTRICT AND  
TO ALL OTHER INTERESTED PERSONS:**

Notice is hereby given that the Board of Trustees of the Wells Branch Community Library District will meet at 15001 Wells Port Drive for the following:

1. Receive citizen input on issues (speaker limit 5 min).
2. Receive committee reports to include operations, facilities, technology, volunteer/ FOL, fundraising /grants, by-laws, records management, community survey.
3. Receive Director's/ staff report to include children's programming, library usage statistics, status of meeting rooms, collection development status, training, web site, volunteer status, fines status.

**Consent Items:**

(These items may be approved collectively or individually. Any of these items may be pulled for discussion upon the request of any Board member.)

1. Accept Minutes as distributed.
2. Refer Treasurer's report to audit.

**Action Items:**

1. Discuss and consider financial matters to include re-allocation of funds, FY07 budget items
2. Discuss and consider proposal from Krissy Amato with Barefoot Books regarding a book fair for kids and pre-teens.
3. Discuss and consider landscape and path maintenance issues.
4. Discuss and consider marketing and fundraising issues.
5. Discuss collection development plan.
6. Discuss and consider changes to patron behavior policy, computer usage policy, See staff proposal.

**Trustee items:**

1. Announcements by Board members;
2. Future agenda items;

All of the above items are subject to action by the board. October 5, 2006

Dianne Koehler  
President, Board of Trustees

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.

**Wells Branch Community Library  
Board of Trustees Meeting  
October 8, 2006**

The meeting was called to order at 7:05 pm. Board members in attendance were: Diane Koehler, Kathleen Williams, Nancy Larrinaga and Lois Kantor. Paul Vancil was absent. Donita Carlquist and Daniel Berra, Library staff, were present, along with a guest, Krissy Amato.

**Citizen Input**

Ms. Amato, a Consultant for Barefoot Books, presented an option for the Library to host a “book fair” for children/pre-teens. She would do all the work, it would cost the Library no staff time or expenses, and the Library would receive a percentage (10%) of the sales, which could be monies or credit toward books.

**Reports**

Committee reports were accepted as distributed.

**Consent Items**

The September minutes were accepted as distributed, with the addition of Ms. Larrinaga’s notes. The Treasurer’s report was sent to file.

**Action Items**

Budget: No actions taken.

Proposal from Krissy Amato: Ms. Koehler moved that the Board allow the Director to negotiate with Ms. Amato regarding an arrangement for a book sale this fall. Ms. Larrinaga seconded the motion, which passed unanimously.

Landscape and Path Maintenance: Ms. Koehler moved that the Board draft a letter to the MUD Board requiring them to respond as to when they will address trail maintenance. Ms. Kantor seconded the motion, which passed unanimously. The Board also discussed the need for staff to more actively undertake landscape irrigation and weeding. The Director will discuss this with staff.

Marketing and Fundraising: Ms. Koehler discussed some possible fundraising activities presented in her report. Ms. Larrinaga provided an update on her exploration of marketing interns.

Collection Development Plan: The Director updated the Board on plans to have a staff member take on the role of Reference Librarian and be responsible for collection development activities.

Policy Changes: No actions taken.

**Trustee Items**

Announcements: Texas Book Festival needs volunteers.

With no further business to discuss, the meeting was adjourned at 8:40.

Respectfully submitted,

Lois Kantor  
Secretary

**WELLS BRANCH COMMUNITY LIBRARY DISTRICT AGENDA**  
**Monday November 13, 2006 at 7 p.m.**

**TO: THE BOARD OF TRUSTEES OF THE WELLS BRANCH COMMUNITY LIBRARY DISTRICT AND  
TO ALL OTHER INTERESTED PERSONS:**

Notice is hereby given that the Board of Trustees of the Wells Branch Community Library District will meet at 15001 Wells Port Drive for the following:

1. Receive citizen input on issues (speaker limit 5 min).
2. Receive committee reports to include operations, facilities, technology, volunteer/ FOL, fundraising /grants, by-laws, records management.
3. Receive Director's/ staff report to include children's programming, library usage statistics, status of meeting rooms, collection development status, training, web site, volunteer status, fines status.

**Consent Items:**

(These items may be approved collectively or individually. Any of these items may be pulled for discussion upon the request of any Board member.)

1. Accept Minutes as distributed.
2. Refer Treasurer's report to audit.

**Action Items:**

1. Discuss and consider financial matters to include re-allocation of funds, FY07 budget items, staff requests for identified needs.
2. Discuss and consider contract for cleaning service.
3. Discuss and consider authorizing ADT to replace fire panel interface and appropriation of \$6000.
4. Discuss and consider technology issues to include photographs, computer management software, and contract for computer technician.
5. Discuss and consider marketing and fundraising issues.
6. Receive and discuss collection development plan update, computer management software update.
7. Discuss and consider changes to computer usage policy, See staff proposal.

**Trustee items:**

1. Announcements by Board members;
2. Future agenda items;

All of the above items are subject to action by the board. November 8, 2006

Dianne Koehler  
President, Board of Trustees

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.

## Wells Branch Community Library

### Board of Trustees Meeting, November 13, 2006

The meeting was called to order at 7:05pm. Board members in attendance were: Dianne Koehler, Kathleen Williams and Nancy Larinaga. Paul Vancil and Lois Kantor were absent. Donita Carlquist and Daniel Berra, library staff, were present.

**Citizen Input** There were no citizens present to offer input. The board did consider a written request by a patron to waive Texshare Requirements because he was a soldier serving overseas during the previous 6 months. The board agreed to allow the staff to waive the requirements in this instance.

**Reports** Reports were accepted as presented.

**Consent Items** There were no minutes to approve. Treasurer's report was referred to audit.

#### Action Items

Contract for Cleaning Service: Ms. Koehler moved to select Maid to Perfection of the three bids submitted to provide cleaning services for the library. Ms. Larrinaga seconded the motion, which passed.

Replacing Fire Panel: Ms. Koehler moved to authorize ADT to replace the fire panel. The panel has been malfunctioning since August and Siemens has been unresponsive. Ms. Williams seconded the motion and it passed.

Discussion of Technology Issues: This item was for discussion only. The computer tech is still working out kinks in computer management system. The contract for the current computer tech runs until the end of the year.

Discussion of Marketing and Fundraising Issues: This item was for discussion only. Some ideas were discussed for additional marketing efforts including setting up tables at various locations in the community.

Collection Development Plan, Computer Management Software, and Changes to the Computer Usage Policy: Was not addressed.

Financial Matters: This item was for discussion only. Items discussed included an increase in the staff budget, the enrollment of staff in a retirement savings plan, and creating a separate YA materials budget taken from the Adult and Children's budgets. A vote will occur at the next meeting to approve the changes to the budget.

With no additional business, the meeting was adjourned at 9:00 pm.

Respectfully submitted,

Daniel Berra, Assistant Director

**WELLS BRANCH COMMUNITY LIBRARY DISTRICT AGENDA**  
**Sunday December 10, 2006 at 4:30 p.m.**

**TO: THE BOARD OF TRUSTEES OF THE WELLS BRANCH COMMUNITY LIBRARY DISTRICT AND  
TO ALL OTHER INTERESTED PERSONS:**

Notice is hereby given that the Board of Trustees of the Wells Branch Community Library District will meet at 15001 Wells Port Drive for the following:

1. Receive citizen input on issues (speaker limit 5 min).
2. Receive committee reports to include operations, facilities, technology, volunteer/ FOL, fundraising /grants, by-laws, records management, collection development plan, computer management software.
3. Receive Director's/ staff report to include children's programming, library usage statistics, status of meeting rooms, collection development status, training, web site, volunteer status, fines status.

**Consent Items:**

(These items may be approved collectively or individually. Any of these items may be pulled for discussion upon the request of any Board member.)

1. Accept Minutes as distributed.
2. Refer Treasurer's report to audit.

**Action Items:**

1. Discuss and consider financial matters to include re-allocation of funds, FY07 budget items, staff requests for identified needs.
2. Discuss and consider technology issues to include computer management software, and contract for computer technician.
3. Discuss and consider revision to Retirement plan. See proposal.
4. Discuss and consider revisions to the records management program to include exeptions/exemptions.
5. Discuss and consider changes to personnel policy, computer usage policy. See staff proposal.

**Trustee items:**

1. Announcements by Board members;
2. Future agenda items;

All of the above items are subject to action by the board. December 6, 2006.

Dianne Koehler  
President, Board of Trustees

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.



**Wells Branch Community Library  
Board of Trustees Meeting  
December 10, 2006**

The meeting was called to order at 4:40 pm. Board members in attendance were: Diane Koehler, Kathleen Williams and Lois Kantor. Nancy Larrinaga and Paul Vancil were absent. Donita Carlquist, Library Director, was also present.

**Consent Items**

October and August minutes were accepted with revisions as discussed.

**Action Items**

Financial Matters: Ms. Koehler moved that the Board put \$15,000 additional money into the reserve fund, bringing it to 27% of the annual budget. Ms. Kantor seconded the motion, which passed.

Computer Technician and Management Software: Not discussed - Information is not yet available.

Retirement Plan: Ms. Koehler moved that the Board adopt the revision of the Retirement Plan as distributed. Ms. Kantor seconded the motion, which passed.

Records Management Program: It was noted that Katie Hagan is still listed with the State in the Records Management Plan. The Plan will need to be resubmitted. Ms. Carlquist was instructed to let the State know we will be filing a plan with several exceptions. The Operations Committee will work on this.

Ms. Kantor suggested we change the color of youth library cards, and give new adult cards to the youth at the appropriate age, removing the adult signature on file. Operations Committee will consider this.

Personnel policies: Ms. Koehler move that the Board adopt the personnel policies as revised. Ms. Williams seconded the motion, which passed.

With no further business to discuss, the meeting was adjourned at 5:00 pm.

Respectfully submitted,

Lois Kantor  
Secretary