

Minutes Wells Branch Community Library Board Meeting Monday June 14, 2010

The meeting was called to order by Megan Sylvester at 6:34. Trustees present: Jill Traffanstedt, Andrea Norman, and Brian Coalson. Kathleen Williams absent. Donita Carlquist, Library Director. Citizens present: Lois Kantor and Dianne Koehler.

Items Received:

1. Monthly report delivered by Donita Carlquist, Library Director.
2. Monthly report received from Brian Coalson, Treasurer.
3. Landscape report delivered by Lois Kantor.
4. Friends of the Library (FOL) proposed By-Laws delivered by Dianne Koehler.

Consent Items:

1. May 10th minutes were accepted as distributed.
2. Treasurer's report referred to audit.

Action Items:

1. **Changes to Articles of Incorporation and Bylaws for FOL.** Discussion on changes to the FOL Bylaws. Topics included Bylaw changes, distribution of funds and election of new officers. Beginning at 6:45, the regular Board Meeting was suspended for this discussion and then reconvened at 7:45.
2. **Finance Committee Report and Reallocations of Election Funds.** We received the Funding Commitment Letter from Universal Service Administrative Company for the ERate grant. We are allocated \$1685.66. The next Finance Committee meeting is July 6th. The following items were suggested for budget adjustments:

Move \$1000 from 592 elections to 521 adult books
Move \$1000 from 592 elections to 522 children's books
Move \$560 from 582 audit to 542 office supplies
Move \$2500 from 592 elections to 5132 unemployment tax
Leave remainder of election expenses in revenue

Megan Sylvester made a motion to reallocate the election funds as described in the director's report. Andrea Norman seconded. Motion passed unanimously.
3. **Landscape Committee Report and discuss and consider changes in landscape contract.** The Board discussed the new Landscape Contract, and the Maintenance Schedule. The new contract is the same as the old contract, with a different name at the top. The new contractor is Integrated Environmental Inc. Also discussed moving the fountain and a possible fund raiser to put pavers in the middle circle.

Megan Sylvester made a motion to approve the landscape contract.
Jill Traffanstedt amended the motion to change the President's name at the bottom of the contract.
Andrea Norman seconded. Motion passed unanimously.
4. **Discuss and consider purchasing of library databases.** Discussed purchasing the Full Mango Language database and the EBSCO database for hobbies and crafts.

Andrea Norman made a motion to purchase the full Mango language database and the EBSCO database. Megan Sylvester seconded. Motion passed unanimously.

- 5. Discuss and consider changes to the Patron Computer Policy.** Discussion about adding this paragraph to the Policy.

“The library cannot guarantee that equipment or services will be adequate for all applications or that resources will be available at all times. Access to the library’s technology resources is a privilege that may be revoked by management.”

Andrea Norman made a motion to accept the revised policy.
Brian Coalson seconded. Motion passed unanimously.

- 6. Discuss and consider changes to Airco Service Contract.** Discussed the cost and coverage of the HVAC air conditioning contract.

Andrea Norman made a motion to accept the Airco service contract.
Brian Coalson seconded. Motion passed unanimously.

- 7. Discuss and consider process for appointment of Board Members.** Kathleen Williams resigned. Discussed the procedures and options to appoint a new Board Member. We will post the notice that applications are being accepted, due by June 28th. We will conduct initial interviews, and select one new Board Member.

Trustee Items:

Next meeting will be July 19th, 2010 at 6:15 PM.

Future agenda items:

FOL, Financial CDs, Best Buy Grant, Keep Austin Beautiful Grant, Appoint New Board Trustee

Directives: The Library Director is tasked to:

- open new Paypal account and request funds from FOL accounts
- create FOL page for the website in the next two months
- call landscaper to change the President’s name on the contract
- send MUD an email request for information about pavers
- Call IRS/TWC and Intuit about our unemployment rate
- Order full Mango languages and EBSCO databases
- Put in the ENews and Kiosk that applications are now being accepted to fill a vacancy on the Board of Trustees.

The meeting was adjourned by Megan Sylvester at 8:47 PM.

Respectfully submitted,

Jill Traffanstedt
Secretary