

## **Minutes Wells Branch Community Library Board Meeting Monday, April 4<sup>th</sup>, 2011**

The meeting was called to order by Megan Sylvester at 6:35 PM. Trustees present: Jill Traffanstedt, Brian Coalson, Abby Grant and Andrea Norman. Library Director, Donita Carlquist was present. One citizen was present, Roberta Mankowski.

### **Items Received:**

Monthly report delivered by Donita Carlquist, Library Director.  
Monthly report received from Brian Coalson, Treasurer.

### **Consent Items:**

- 1. Accept minutes as distributed**
- 2. Refer treasurer's report to audit with corrections**
- 3. Budget amendments for 2011**
- 4. Accept Director's report to include update on parking lot repair, collection maintenance issues, and staff committee reports.** The best and only complete bid for the simple parking lot repair is from our Landscape Company.
- 5. Approve Meeting Room Policy as distributed – pull for discussion**

### **Action Items:**

- 1. Approve Meeting Room Policy as distributed –** Discussed and approved offering a discount for staff, volunteers and trustees of 25%. Other minor changes were made. Andrea made a motion to approve the meeting room rental policy with changes. Brian seconded. Motion passed unanimously.
- 2. Discuss cancelled trustee election and solicitation of trustees and committee members**  
Discussed new roles for board trustees because of the vacancies created with Brian and Abby leaving. Andrea volunteered to be the treasurer and Roberta Mankowski can be the Vice President. Her term will start in May.
- 3. Discuss and approve fundraising plan from newly formed fundraising committee –**  
Andrea gave this committee report and presented three ideas for fundraising. We considered forming a Library Foundation for fundraising purposes.
- 4. Discuss and take action on Acquisition and Material Control Policy –** Megan suggested we start to use state and federal conflict of interest policy. We also discussed the public bid policy/process for products and services, either keep it at \$25,000 or change to \$50,000. Megan will review and bring this back to the Board for discussion.
- 5. Discuss changes to living documents such as library card applications(s), volunteer applications(s), and internet permission forms –** Forms with policy changes require Board approval. Form changes for procedural items do not need Board approval.

6. **Discuss changes to the Loan Star Library grant** – The Loan Star Library Grant for \$8,000, and we only used \$5,500. Donita suggests we use the extra money for an Overdrive Download Station and the other into Overdrive. Brian made a motion to apply the extra money from the Lone Star Library Grant into Overdrive, \$704 for a download station, and \$1634 for other Overdrive services. Andrea seconded. Motion passed unanimously.

**To Do:**

- Donita – Send out Love your Library Summary
- Send conflict of interest form to Megan
- Schedule the audit presentation
- Brian – Fix 556, by reversing the dollars in Patron Network and Staff Network
- Internal Affairs Committee should meet to discuss the Volunteer Policy

**Trustee Items:** Megan brought to the Board several complaints presented to her informally about library services. The four things are: check out computers in the children’s library don’t work, shelving new books takes two weeks which is too long, unhappy about the treatment of a room reservation, and a scheduling issue. All the complaints were from the same person. Donita explained the first two and a solution has been adopted for the computer and shelving of new books. The patron that complained did not fill out a formal complaint for any of the issues. The scheduling issue will be a future agenda item.

Brian expressed his thanks to the Board.

**Future agenda items:**

- Audit Presentation
- Timeline and cost for Art Gala
- Discuss fundraising goals for Donita
- Discuss the two CDs
- Swear in the new Board Trustee, discuss appointing another person
- Acquisition and Material Control Policy
- How to promote non-library programs
- Volunteer Policy (with super volunteer)
- Technology Plan

**The next meeting is set for May 3<sup>rd</sup> at 6:30.**

The meeting was adjourned by Megan Sylvester at 8:30.

Respectfully submitted,

Jill Traffanstedt  
Secretary

