

Minutes Wells Branch Community Library Board Meeting Sunday, July 24, 2011

The meeting was called to order by Megan Sylvester at 6:03 PM. Trustees present: Jill Traffanstedt, Roberta Mankowski, and Andrea Norman. Library Director, Donita Carlquist was present.

Items Received:

Monthly report delivered by Donita Carlquist, Library Director.
Monthly Treasurer's

Consent Items:

1. Citizen Comments, limited to three minutes unless more time is granted by meeting chair
2. Accept minutes as distributed
3. Refer treasurer's report to audit
4. Budget amendments for 2011
5. Accept Director's report
6. Accept Records Management Policy as distributed

All items were passed by consent.

Action Items:

1. **Administer Oath of Office to new trustee** – Roberta Mankowski took the WBCL Oath of Office for a trustee.
2. **Determine offices for trustees** – Andrea made a motion to appoint Megan as President, Jill as Secretary, Roberta as Vice President, and herself as Treasurer. Jill seconded. Motion passed unanimously.
3. **Appoint investment officer** – Megan made a motion to appoint Brian Coalson as the Investment Officer. Andrea seconded. Motion passed unanimously.
4. **Discuss and take action on fundraising plans from fundraising committee** – The Fund Raising Committee has tabled the art exhibit event and will revisit it next year. We will focus on the Christmas Bazar and a possible Fall Book Sale. Have the volunteer coordinator advertise this event and ask for volunteers. The goal would be for more volunteer hours for this event and less staff hours.
5. **Discuss and take action on landscaping priorities and goals** – The Board agrees that landscaping should look good. Keep plants alive, use native plants, keep the sidewalks clear, use organic materials, and keep the Nature rating. Consider making specific changes to the landscape contract when it renews.
6. **Discuss and take action on Acquisition and Material control Policy** – Remember for next year that the values may change on limits for sealed bids on purchases. Andrea made a motion to accept the changes to this policy as discussed. Roberta seconds. Motion passed unanimously.

7. **Discuss and take action on procedure and requirements for check signatures** – Megan would like to maintain the requirement of 2 non-staff signatures on all checks. Megan made a motion that our signatory policy remain the same, and that we have 4 people that can sign checks. These people will be the Board President, Secretary, Treasurer, and the Finance Officer. Jill seconded. Motion passed unanimously.
8. **Discuss and take action on patron computer issues and management software options** – Patron computers have a management software installed. Donita had researched several options, which are outlined in the Director’s report. The Board supports Donita’s suggestion to do a trial time period using the Envisionware software. If that doesn’t work, try the Cassie product. The Cassie product is \$3,360 with an annual maintenance of \$550. The Envisionware is \$3952 with print management package, and an annual maintenance of \$672.
9. **Discuss and take action on number of materials that can be reserved for households** – Most everyone follows the rules. Pulling items put on reserve take up staff time. People reserve 90 items, and then don’t pick up the items when they are called. Andrea made a motion to change the Circulation Policy to allow patron to reserve 20 items per card. If the patron has more than 40 items not pick up, then you have a choice to be blocked from reserves or pay a fine. Jill seconded. Motion passed unanimously. This will be changed at the beginning of the year.
10. **Discuss annual patron satisfaction survey and schedule annual staff/trustee retreat** – The patron satisfaction survey will launch on August 19th and close on September 19th. We set the date for the retreat for Sunday, Oct 2nd at 1pm. The library will be closed the day of the retreat.
11. **Discuss and take action on changes to the election process** – Can we extend our terms that are slated to expire in May out to November to accommodate new legislation for uniform election dates? The next election should be in Nov 2012 instead of May 2012. Megan will research the State Election Process.
12. **Discuss and consider changes to the Patron Behavior Policy to cover issues such as sleeping, weapons, and suspected child abuse** – Should we establish some policies regarding the age to leave a child alone at the library, sleeping, make it a requirement to wear shoes, carry weapons, consider if libraries are “required reporters” of child abuse? We suggest that children under 13 cannot be left unattended after library hours, sleeping is okay, children are not required to wear shoes, but adults are; and we will not say that weapons are not allowed because of the other legal posting requirements.
Andrea found on the www.childwelfare.gov website a listing under “other reporters” regarding child abuse, it says that in Texas, “all persons are required to report suspected abuse..”. Megan will follow up.

Future agenda items:

Discuss Annual Retreat
Discuss the Patron Survey
Technology Policy
Donations Policy
Collection Policy
Reporting Child Abuse
Trustee Code of Behavior

**The next meeting is set for Tuesday, September 13th at 6:15.
Alternate date would be September 6th at 6:15.**

Action Items:

Donita will prepare a list of budget items that need Board attention.
Donita – prepare an agenda for the Annual Retreat
Megan will look into the rules regarding having an election next May because of new rules.
Megan will find out if libraries are required to report suspected child abuse (required reporters).
Megan will look up the rules on accepting federal funding and our smoking policy.
Andrea will find out how to get Jill signatory authority on the accounts at Regions Bank and Capital One.

The meeting was adjourned by Megan Sylvester at 7:55 PM.

Respectfully submitted,

Jill Traffanstedt
Secretary

Draft 8/29/11