

## **Minutes Wells Branch Community Library Board Meeting Tuesday, May 15, 2012 at 6:15**

The meeting was called to order by Megan Sylvester at 6:22. Trustees present: Megan Sylvester, Jill Traffanstedt, Roberta Mankowski, Karen Mappin and Faye Cormier. Library director Donita Carlquist was present and library staff member, Etta Sanders. Three citizens were present, Scott Smith, Gus Kohn and Pamela Woodward.

### **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
5. Accept Director's report
6. Accept Committee Reports

### **Agenda Items:**

Megan moved the consent items after agenda item #1 to accommodate the citizens that were present.

Discuss the Friends of the Library (FOL) including upcoming events and membership and maintenance of a separate Fundraising Committee. They met May 9<sup>th</sup> for an organization meeting and elected a board. They formed committees, started revising a brochure, advertised the logo contest, discussed fund raising and member recruiting. The new FOL Board Members are: Scott Smith, president; Gus Kohn, vice president; Lara Bennett, secretary; Thierry Toffrain, trustee; Pamela Woodward, trustee; Faye Cormier, WBCL trustee, FOL treasurer and liaison. Next board meeting will be on May 21 and another meeting June 4<sup>th</sup>, with a general FOL membership meeting at 7:15. There are currently 20 official members. Send ideas and questions to Pamela – [p.woodward.1969@gmail.com](mailto:p.woodward.1969@gmail.com)

Megan pulled from consent, items 4 and 5. After some discussion, Megan made a motion to approve the Director's report, minus the budget amendments. Karen seconded. Motion passed.

Karen made a motion to accept items 1,2,3 and 6 from the consent agenda. Roberta seconded. Motion passed.

The budget request items from the Director's report are:

- *\$775 to 551 Internet Access for Timewarner (\$109.95/month for 7 months)*
- *\$715 to 517 Employee Insurance for Short Term Disability (\$102/month for 7 months)*
- *\$1200 to 518 Employee Retirement (2 more staff have joined)*
- *\$250 to 566 Trash Pickup and Water (they are charging us \$21/month for the extra cans)*

Discuss and take action on short term disability coverage options. Donita's recommendation is to go with the plan from Sun Life that activates on the 15th day if an accident or illness. This is for 13 weeks of coverage. Megan made a motion to accept the budget items and short term disability item. Faye seconded. Motion passed.

Review Long Range Plan and any necessary updates. Megan would like to consider this as it applies to people with disabilities for the next long range plan, and brainstorm at the next annual retreat. Karen made a motion to accept the Long Range Plan as updated. Roberta seconded. Motion passed.

Discuss and consider changes to the circulation policy concerning the grace period for overdue items. No action. This was approved in April, and so it goes into effect June 1.

Discuss and take action on redistribution of funds for the CD expiring in May. Looks like it automatically renewed. Karen will go into the bank tomorrow and move the money it to a money market. Etta will follow up with the mortgage company on how we make a payment that is not the exact amount of the monthly payment.

Discuss schedule of membership fees for the Central Texas Library System. There are levels of membership for workshops and legal advice. Donita recommends Level 2. We don't have to decide until Sept. No action taken.

Discuss Texas HIPAA updates and any records maintenance changes required. Megan has done some research because of the Texas Medical Records Medical Act, Chapter 181. We need to review our policies to make sure we are in compliance with staff records and protecting health information. Donita will need to take some training. Changes take effect Sept 1. No action taken.

Discuss and consider changes to the capitalization threshold. Karen made a motion to set the capitalization depreciation level threshold from \$500 to \$5,000. Faye seconded. Motion passed.

Discuss and consider changes to the Proctor Policy. There was some discussion about downloading software to library computers, people that arrive late, and other proposed changes. Megan made a motion to approve the Proctor Policy with changes. Karen seconded. Motion passed.

**Trustee items:**

Announcements by Board members: The Ice Cream Social was fun. Donita reminded Faye to pick up her February Love Your Library display. FOL will be at Casino Night May 26<sup>th</sup> to promote the library

Adjourned 7:30.

**Future agenda items;**

Next meeting will be July 10<sup>th</sup> at 6:15 pm.

Respectfully submitted,

Jill Traffanstedt  
WBCL Secretary

Final (6/4/12)

