

Minutes Wells Branch Community Library Board Meeting Sunday, September 9, 2012

The meeting was called to order by Megan Sylvester at 1:57 pm. Trustees present: Megan Sylvester, Jill Traffanstedt, Faye Cormier, and Roberta Mankowski. As this was the annual retreat, all staff and some citizens were also present. Staff: Donita Ward, Kristin Johnson, Natalee Corbett, Allison Steger, Etta Sanders, Julie Helton, David McClure, Sasha Davis, Katherine Hensley, Hannah Quintana, and Leah Cossette. The following citizens were present: Lois Kantor, Pamela Woodward, Gus Kohn and Scott Smith.

Megan gave some introductory remarks, reviewed the agenda, and introduced Donita, who read the note cards about our favorite things about the library, and an improvement or change suggestion. Megan gave a budget overview and Donita reported the results of the patron survey.

The newly formed Friends of the Library (FOL) gave a presentation about their plans to increase membership, request sponsorship from businesses, and they shared some fundraising ideas.

All participants were invited to write ideas to improve the Library. Ideas were grouped into five categories, according to the library committees, and written on flip charts. Staff and volunteers were given five stars each to vote on which ideas they liked best. Donita highlighted the popular ideas. The complete list is presented at the end of these minutes.

The staff retreat ended at 4:00 and there was a short break.

The regular Board meeting started at 4:12 with Donita, Megan, Jill, Faye, Roberta and Etta.

1. Open Retreat (comments from citizens will be limited to 3 minutes though board chair may extend)
2. Receive Director's report
3. Receive Report from Treasurer

Consent Items:

These may be approved collectively or individually. Any of these items may be pulled for discussion upon the request of any Trustee.

1. Accept minutes as distributed
2. Accept Director's report
3. Refer treasurer's report to audit
4. Budget amendments

Jill made a motion to accept the consent items. Roberta seconded. Motion passed.

Agenda Items:

1. Discuss and take action on Friends of the Library items and activities. FOL is meeting Monday at 6:15 to plan the garage sale. No action taken.
2. Discuss and take action on bids for IT services. Received two bids, but did not have time to review them before the meeting - Paladin and UFO. Staff was impressed by Paladin. Donita will check references. Authorized Donita to choose contracts and begin work.
3. Discuss and take action on bids for facility repairs, to include budget amendments if necessary. Another monument company is coming to bid on cleaning up the sign.
4. Discuss and take action on programs and services as discussed during the retreat, to include budget amendments if necessary. Discussed the closing of the library on Federal holidays, and closing early. Also, the idea of staff bonus. Consider looking at the door count for past holidays.

Trustee items: Announcements by Board members

Future agenda items:

Karen will be moving out of town. We will discuss her replacement next meeting.

Bylaws

Budget

Committee Reports

Board Code of Conduct

Audit Contract

Next meeting will be Oct 28th at 5:00.

Meeting Adjourned at 5:06 PM.

Respectfully submitted,

Jill Traffanstedt
WBCL Secretary
10/13/12

Below are the brainstorming ideas that were written on the large note pads. The number in parentheses indicates how many stickers the idea received. Each committee will be meeting in the near future. If you feel passionately about any item, please attend the committee meeting or send a note to the committee leader.

Internal Affairs Meeting Tuesday 9/11 at 6:30pm

Committee Leader-Donita

what ever happened to the volunteer levels?

A mechanism to communicate/update long-term volunteers of changes, additions, etc.

(6)Salary review - increase salary/benefits

(1)Staff attend training opportunities

non-library prizes for adult programs/volunteers

(4)with increased revenue, put annual bonuses back in the budget

Image Meeting Friday 9/14 8:30am

Committee Leader-Kristin

(2)more themed displays (for example: "These books are about to be movies" Display

(2)auto repair/maint. workshop

(1)taking better digital pictures workshop

Better promotions for the library functions/programs

Cake decorating workshop

Bridge/canasta, bunco night

David Tenorio adult "high" art class (not crafts)

Knitting group

Quilting Bee

Make holiday gifts workshop (cookies in a jar, fit baskets for spa

Movie?

Open mic/talent show

Gift wrapping open house

Making chocolate petit fours and gift treats

Sign language story time.

updating website & blogs more frequently

(1)QR codes for calendar

Quickbooks workshop

Keep the New York Times bestseller list up to date

- (2)Publicize/update what is hot list
- Condense library blogs into one
- Find some (maybe printable) worksheets or puzzles to go with Mango courses
- Sign about friends of the library & what it is
- Survey in other languages regarding foreign materials
- (2)Adult program: antique road show @WBCL (get an appraiser)
- (1)Adult Workshops
- Gift wrapping workshop
- Encourage people to check in on foursquare
- (5)Mango challenge-take a class, read a kids book in language, win a prize

Facilities Meeting Friday 9/14 at 1pm

Committee Leader-Natalee

- (1) Statue, sign or plants in entry grass circle
- fix falling ceiling tiles
- take Time Warner Cable signs off computer tables
- (1)wash/replace pillows
- (3)more flowers & plants - community garden
- (4) paper towels in bathrooms
- (1) new outdoor sign DIGITAL
- pressure wash breeze way area
- (1) more frequent janitorial services
- (4) meeting room rentals only during library hours
- steam clean kids carpets
- (5) Door sign "sorry closed today for library services
- Dust the shelves more often
- clean patron coffee pot more often.

Fundraising Meeting Tuesday 9/25 6:30

Committee Leader-Etta

- (2)Discounts at local Bus. w/ library card
- (5)Sell local art
- (4)Sell T-shirts (library)
- Bake-sale
- (1)Wine tastings

Operations Meeting Thurs 9/27 at 5pm

Committee Leader- Allison

- (2)Organize the DVDs
- (2)Display new Movie Titles recently acquired
- (1)Better organization within the catalog
- (1)Kids catalog search option
- No scroll down on catalogue to increase database visibility
- DVD (foreign Language from other countries)
- (2)New kids catalog computer
- (6) Holiday hours to match Federal holidays - MLK day etc.
- (2)Learning Express
- Provide customer service training 1x year for staff & volunteers
- (1)Reduce Texshare wait time
- (2)Week hold for reserves.