

WELLS BRANCH COMMUNITY LIBRARY DISTRICT AGENDA
Sunday, December 2, 2012 at 5:15 PM

The meeting was called to order by Megan Sylvester 5:40 PM. Trustees present: Megan Sylvester, Roberta Mankowski, Jill Traffanstedt, and Faye Cormier. Library bookkeeper/administrator, Etta Sanders, was present, and Library Director, Donita Carlquist-Ward.

Megan asked to pull consent item #5 to discuss with action item #4 & #5. Megan made a motion to accept the consent items pulling #5. Jill seconded. Motion passed.

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. 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. Approve budget amendments
5. Accept Director's report

Action Items:

1. Discuss and take action on trustee appointment and reallocation of trustee positions. Item moved to Jan. Meeting. 1/8/12 at 6:30. No action taken.
2. Discuss and take action on Friends of the Library items and activities to include dedicated space at the library for FoL. The staff has no issues with placement of FoL signage. The WBCL Board and staff would like to thank the WB Friends of the Library for the \$450 donation towards our holiday family programs.
3. Discuss and take action on revision of WBCLD By-Laws and Trustee Code of Behavior. Trustee Code of Behavior-Discussion concerning trustees being members of various library associations (#13). Discussion on the Robert's Rules. Megan requested that the director edit for consistent language, font and print size. By Laws-Discussion concerning adjusting language concerning meeting schedules. Discussion concerning board's authority to remove any staff member. Change language to "Suspend any employee, at will, for up to two weeks with consent of Board President and one other trustee". Roberta made a motion to approve By-Laws and Trustee Code of Behavior as amended. Megan Seconded. Motion passed.
4. Discuss and take action on year-end spending and facility repair bids as related to items from the annual planning retreat and subsequent committee meetings, to include possible 2012 budgetary amendments and Consent item #5. Discussion on building repairs and the timing of that work. Discussion on budget adjustment and reflection on projected 2012 totals. Discussion about the comptroller letter that states that the WBCL was over paid. Board President and Director will contact comptroller asking for rules and authority concerning overpayment. Faye suggested that we contact the ESC and discuss this issue with their treasurer. President and Director will find out how far back the comptroller can collect for mis-allocation. Discussion about how far back WBCL can ask for cell phone allocations. Megan made motion to accept report and budget amendments. Faye seconded. Motion passed.
5. Discuss and take action on calendar of holiday closures for 2013. Discussion on gate count for holidays that the library is open and other state organizations are closed. Discussion of staff preferences. 2013 calendar includes having Dec. 26th off as a paid holiday in addition to

Jan 1, July 4, Memorial Day, Labor Day, Thanksgiving Thursday and Friday, Dec 24 and Dec 25. Megan made motion to approve 2013 calendar. Roberta seconded. Motion to approve 2013 calendar approved.

Trustee items:

Megan-There are three applicants for the open trustee position. Written request was made to extend the application deadline to December 10 due to computer notification being unclear. The interviews will be conducted and discussion will happen at the next board meeting. Eligibility of candidates will be checked.

Faye is working with the Homestead to add community historical information at the library.

Future agenda items:

Fines and Fees Policy
Reference Policy
Complaint Policy

Next Meeting Jan. 8 at 6:30

Meeting is moved to library to ask for citizen comments. No citizen comments. Adjourned at 6:42

Respectfully submitted,

Etta Sanders
WBCL Bookkeeper/Administration

Final 1/8/13