

Minutes Wells Branch Community Library Board Meeting Tuesday, January 3, 2012 at 6:15 PM

The meeting was called to order by Megan Sylvester. Trustees present: Megan Sylvester, Jill Traffanstedt, Roberta Mankowski, Karen Mappin and Faye Cormier. Library Director Donita Carlquist was present. One citizen was present, Dianne Koehler to discuss the WIBW contract.

Consent Items:

1. Citizens Comments
2. Accept minutes as distributed
3. Refer treasurer's report to audit
4. Budget amendments
5. Accept director's report
6. HRA Plan for 2012

Megan made a motion to approve the consent agenda items. Roberta seconded. Motion passed.

Action Items:

1. **Discuss and take action on releasing an RFP for private, paid summer camps to include possible action concerning the proposed contract from WIBW for 2012** - During the discussion, we decided to put out an RFP for other summer programs, and advertise now. The library has had a request to let other people provide summer camp programs, so we should post a request for proposals. Karen will work on the RFP this week and have the RFPs be due in mid-February. The Library has had summer camps in previous years – Wooden it Be Wonderful and a Robotics class. Some considerations to include in the RFP: Specific hours, and dates, the library gets a percent of the registration fees, contractors should abide by the meeting room policies, etc. No action was taken on the proposed contract from WIBW for 2012.
2. **Discuss possible update of mission statement** – Several ideas have been submitted over the past few months. We decided to go with “Enlighten, Enrich, Entertain”.
3. **Discuss and take action on holiday closures** – Karen made a motion to approve the holiday schedule and early closures proposed in Donita's schedule. Jill seconded. Megan was opposed. Motion passed.
4. **Discuss and take action on the renewal policies for insurance with Texas Municipal League.** The cost is now \$837.25 for 900K in property coverage, and it would go to \$1,021.44 for 1.2 million in property coverage. Megan made a motion to raise the insured value of the property covered in the policy for a cost increase of approximately \$200. Karen seconded. Motion passed.

5. **Discuss and accept the director's annual review** - Going into executive session at 7:02 to discuss Donita's review. Back in session at 7:10. Donita agreed with the comments and salary increase.
6. **Discuss the Friends of the Library (FOL)** – Faye has access to the bank account. Next step is to start recruiting new members and focus on raising money for the library. Faye suggests we think about special ways to honor the FOL and to recognize them. FOL needs to submit a 990 type form (Faye). Megan will look into what needs to be on the donation form. Donita suggests that FOL have a special presence at big library events, and give the members special privileges. Consider different levels for Friends, and is that a dollar amount donation and/or volunteer hours. Megan thanked Faye for taking on this challenge.
7. **Revise minutes from the meeting on October 25th, Action Item #4** - – Megan made a motion to revise the minutes from Oct 25, 2011 to reflect the names and titles of the WBCL Board of Trustees. Jill seconded. Motion passed. Minutes were revised and all officers signed the minutes as required by Capital One Bank.

Agenda items for next time:

Make two extra payments to the mortgage in 2012

FOL 990ish – Faye

FOL donation form – Megan

Finance committee meeting

Patron Behavior Policy

Fines and Fees Policy

Long Range Plans

Mission Statement

Summer Camp RFPs

Next meeting set for, Mon or Tue, Feb 20th or 21st - 6:15. Faye is in charge of dinner.

Meeting was adjourned at 7:22.

Respectfully submitted,

Jill Traffanstedt

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