

Minutes Wells Branch Community Library Board Meeting Sunday, August 19, 2012

The meeting was called to order by Megan Sylvester at 5:05 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. One citizen, Scott Smith was present.

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

Megan wanted to pull the budget amendments. There was not a treasurer's report. Jill made a motion to accept the consent agenda items except pull item 4. Roberta seconded. Motion passed.

Scott came to give an update on the Friends of the Library (FOL). Scott is bringing the merchants together in a meeting, August 31st at 2 PM at the Library with the WBCL Board and the Travis County Emergency Services District #2 (ESD). At this meeting, the merchants will share ideas on how to work together to grow the business in Well Branch.

Agenda Items:

Discuss the Friends of the Library including upcoming events and membership – Consider combining the Library landscaping needs with other businesses. Scott wants to look into Solar Energy for the neighborhood. The FOL is having a Garage Sale, in the Library parking lot, Oct 6th, 7 – 12.

Discuss and take action on plans for the annual retreat September 9, 2012 – Etta contacted Green Lights to consider facilitating the retreat as it relates to team building, or other activities. We will follow last year's agenda with some minor changes. Meeting starts at 1 to 4, with a Board Meeting to follow. No action was taken.

Discuss and take action on membership in the Central Texas Library System – Donita suggests using the Level 2 membership so that we can take advantage of the consulting. This is \$600 a year, which is already in the budget.

Discuss and take action on election scheduled for November 2012 including possibly cancelling the election if no more than 3 eligible applications are turned into the library by the deadline – There are three spots up for election, three applications have been submitted. The deadline for submission is August 20th. Megan made a motion to cancel the election if no more than 3 qualified applications are received. Jill seconded. Motion passed. We signed the Order of Cancellation. Currently, the three candidates are Megan Sylvester, Roberta Mankowski, and Jill Traffanstedt.

Discuss and take possible action on installation of security cameras – ADT quoted between \$12,600 and \$22,800 for installation and \$1,500 annual maintenance. No action taken.

Discuss and take action on repairs to the monument sign and other facility issues – One estimate from Texas Custom Signs was \$1,328.50. Faye suggested another company, Avalon. There is also a broken window that needs to be replaced in the meeting room storage closet. That repair would be under \$500.

Discuss and take action for technology services - The job is posted at UT and ACC, on the Library Website, on the list serve and on our Facebook page. We've had no bids submitted.

Discuss overdue and fine notification procedures and take possible action – Donita is changing the procedures that notify patrons of overdue items and fines. We will begin overdue notices at 2 days (instead of 9). We will discontinue the letter that indicates we are sending accounts to collections as we have no mechanism to do so. Fines notices for items that have already been returned will go out quarterly. There is no change to the fines structure or blocking process for households or individual accounts. This is a four step process to notify patrons when their items are overdue 2 days, 9 days, 30 days and 90 days overdue. We are not going to send a letter that says “you owe money” early in the process. That letter goes out at 90 days overdue, and the household is blocked. Since this is procedural rather than policy, no action was taken.

Discuss subscription to Mango Language Learning Database and take possible action – Consider reducing our subscription level. Donita ran some statistics to see the number of minutes and the various languages used in the last 18 months. The full subscription level is \$2,100 a year. A smaller selection of languages would reduce our annual cost to \$1,200. We discussed various ways to increase the use of this resource instead of reducing the subscription level. Faye made a motion to reduce the current package to 12 languages. Jill seconded. The vote is tied, and so it fails. We'll discuss this at the next meeting. If they want the money now, then Donita has the okay to pay it. We found out there is an app for iPhone and Android.

There were no budget amendments to discuss.

Trustee items: Announcements by Board members – none.

Future agenda items:

Mango Languages Database

Review TexShare Policy

Review Trustee Code of Behavior

Next meeting will be after the Annual Retreat, Sept 9th at approximately 4:00 PM.

Meeting Adjourned at 6:30 PM.

Respectfully submitted,
Jill Traffanstedt
WBCL Secretary