

WELLS BRANCH COMMUNITY LIBRARY DISTRICT MINUTES

Tuesday, June 4, 2013 at 6:30 PM

The meeting was called to order by Megan Sylvester at 6:40 pm. Trustees present: Megan Sylvester, Jill Traffanstedt, Faye Cormier and Wanda Holcombe. Library Director, Donita Carlquist-Ward was present, and Library bookkeeper/ administrator, Etta Sanders.

Consent Items:

1. Accept minutes as distributed.
2. Refer treasurer's report to audit.
3. **Approve budget amendments.**
4. Accept Director's report.
5. **Accept Memorandum of Understanding with Austin Community College for ESL classes**
6. Accept Updated Green Policy
7. Accept Updated Interlibrary Loan Policy
8. Accept Updated Volunteer Policy
9. Accept Updated Community Posting Policy

Megan made the motion to move Consent Items #3 & 5 to Action Items and approve all over items on the consent agenda numbers 1, 2, 4, 6, 7, 8 & 9. Jill seconded. Motion passed.

3. Approve budget amendments.

5. Accept Memorandum of Understanding with Austin Community College for ESL classes

Summary of Director's Report:

*Researching ways to promote programs throughout the community via the mail.

*Sales tax income is still well above expectations.

*Received a Texas Book Festival grant for \$2400 to buy and promote early reader non-fiction books.

*Hired two extra people for the summer.

*Wells Branch Pioneer Festival was a success with the library's paid storyteller.

*Story times and regular kids' programs are very popular and full.

*Adult programs are steady and best attended book clubs: Clueless Mysteries and Steamy Reads.

*Summer Program Theme: Once Upon a Summer launched with a great banner.

*All meeting rooms have been painted and have new flooring.

*10 Year Anniversary of WBCL Building Celebration being planned and dates being considered.

Action Items:

Discuss and take action to Accept Memorandum of Understanding with Austin Community College for ESL classes. Megan made the motion to Accept the Memorandum of Understanding with Austin Community College for ESL classes. Faye Seconded. Motion passed.

Discuss and take action on Friends of the Library items and activities:

Faye made the report on behalf of the Friends of the Library that they are continuing to work on the Wish List and their research trip to Blanco. Results from FOL Survey were primarily positive. Some of the funds from the FOL include Yard Signs. They are also working on scheduling FL member to attend WB Programs and make announcement about joining the Friends of Library and handing out membership form. No action taken.

Discuss and take action on letter from Comptroller dated November 26, 2012:

Megan reported that she delivered the letter to the Comptroller to Donita on WBCL stationery for submittal to the Comptroller's office as requested. No further action taken at this time.

***Discuss and take action on Updates and repairs to the meeting room facility and quiet reading room to include any necessary budget amendments:**

Donita reported that all meeting rooms were painted and now have new floors. New chairs and tables are being researched for specific rooms. Still have monies in the budget to cover items needed. No budget amendments needed at this time. No action taken.

Megan recommended discussing and taking action on the following action items on our agenda together and consider any budget amendments at the end:

***Quote to expand adult fiction shelving:**

Discussed quote for shelving of \$4,320 (includes shelves and installation).

***Repair of HVAC system:**

Donita reported the recent HVAC repairs covered by insurance and the board discussed at length the options for future HVAC repairs and maintenance agreement for all 8 units. Agreed to go forth with the \$100 offer of the Air Conditioning Company to finish up HVAC system repairs and put out bids in the fall for HVAC Unit Repairs and maintenance.

***Exceptional expenditures:**

***Painting the children's library to include closure:**

Discussed that the Children's Library area needs to be painted and a chair rail installed. Estimated cost \$420

*Discussed Wish List in detail and Megan recommended Donita provide a copy of the the Wish List and estimates to Wanda for inclusion in the minutes. **Insert:** List provided by Donita for the \$25000:

Priority 1- \$14000

- o HVAC repair \$5000
- o Expand adult fiction shelving \$4500
- o Replace adult patron computers \$4500

Priority 2- \$6500

- o Patron scanner, color printer, and desk- \$2800
- o RFQ to put materials into Spanish and Vietnamese- \$500
- o New chairs for the small meeting room- \$1200
- o Display cabinet- \$2000

Priority 3- \$2800

- o Get staff CPR certified \$550
- o Marketing gimmies- \$500
- o Open house/ reception for bldg. anniversary - \$500
- o Paint children's library and add chair rail- \$750
- o Team building at Painting with a Twist- \$500

Still researching- not yet funded

- Additional statue
- DVD storage solution
- Additional shelving for the children's area

Megan made the motion to approve \$25,000 of the Range of Discretion Fund to cover the WBCL Wish List. Jill seconded. Motion passed.

[Break taken at 7:52-7:57]

Discuss and take action on closing the library for a day to install new patron machines:

Proposal made to look into various options for closing library to including patron machines installed and Children's Library area painted in order to maximize library closing time on September 2nd on Labor Day Weekend.

Discuss and take action on planning items for annual retreat:

General discussion held regarding various options for One Day Annual Retreat. Donita requested to continue the research and report back at next meeting. No action taken.

Trustee items:

Announcements by Board members:

*Etta Sanders, Library bookkeeper/ administrator shared that she had given her two week notice and plans to work at her new job with Tapestry Dance.

*Megan recommended No Board Meeting until August

Next Meeting:

*Tuesday, August 6 at 6:30 pm
or *Sunday, August 11th at 3:30 pm

Adjourned at 8:37 pm.

Respectfully yours,

Wanda Holcombe

Secretary, WBCL