

WELLS BRANCH COMMUNITY LIBRARY DISTRICT MINUTES
Tuesday, September 24, 2013 at 6:35 PM

The meeting was called to order by Megan Sylvester at 6:35 pm. Trustees present: Megan Sylvester, Roberta Mankowski, Jill Traffanstedt, Faye Cormier and Wanda Holcombe. Library Director, Donita Carlquist-Ward, and Brian Davis bookkeeper/administrator were also present.

Citizen Comment and Attendees: Theresa Faris and Laura Gomez-Horton
Megan invited all of us in attendance to introduce ourselves and welcomed the two new Board of Trustee members to be installed at the November Board meeting.

Consent Items: *Jill made the motion that all of the consent items be approved since no items were requested to be pulled. Roberta seconded. Passed unanimously.*

1. Accept minutes as distributed.
2. Refer treasurer's report to audit.
3. Approve budget amendments.
4. Approved updated Circulation Policy
5. Accept Director's report.

Action Items:

Discuss and take action to cancel the 2013 Election

Megan declared the 2013 election cancelled since there were only two candidates to fill the two open board member spaces. Jill Seconded. Passed unanimously.

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

Faye reported the following activities being planned by the FOL:

*Wine Tasting with guest from TV Program: Day Tripper

*Suggesting a raffle of item or items in the fall instead of a garage sale

*New FOL Board Members: Vice President, Pamela Woodward and Member at Large, Madonna Johnson.

No Action to be taken

Discuss the annual patron survey.

Donita reported that as of today there had been 162 responses and the survey will be open until the end of September. All of the surveys so far have been very supportive

and affirmative of the library services. Most of the new requests were for more Adult enrichment type programs. ***No Action to be taken***

Discuss and take action on preliminary FY2014 budget and Investment Report as distributed.

A general discussion was held per the 2014 budget and investment report. ***Megan made the motion to accept the investment report and hold on final decision of the 2014 budget until there was time for further review at retreat and the November Board meeting. Faye seconded the motion. Passed unanimously.***

Discuss and take action on planning items for annual retreat, including the guest list, menu and budget adjustments if necessary.

Invitations for the retreat to include the board of trustees and library staff and begin with the lunch, followed by the professional enrichment part of the retreat. Then we would end with the board meeting and dessert.

Discuss and take action on quotes for the library's security system and HVAC repair/updates to include budget adjustments if necessary.

Brian reported on the quotes from various vendors on the library's security system. After general discussion, it was recommended that Brian report on further research at the next board meeting. ***No action was taken***

Discuss and take action on the purchase of additional shelving for the children's area, display cabinet, and additional furnishings including budget adjustments if necessary.

Donita reported on the purchases she plans for shelving and furnishings. All was within the previously budgeted categories and budget adjustments listed in the director's report. ***No Action was taken***

Discuss the Affordable Care Act and take action on any impact it may have on library budget or services.

A general discussion was held on the current health insurance for the five employees. Donita will continue to research and report to the board if any changes are needed. ***No Action was taken***

Discuss and take action on the anniversary event scheduled for November 3 to include budget adjustments if necessary.

Donita reported on the current planning of the 10 year celebration of being in the current library building to be held from 6:30 pm to 8:00 pm after the library closes on Nov. 3rd. Donita will take the lead in planning and will seek assistance from the FOL, staff and board of trustee members.

Motion was made by Megan to allocate \$2,400.00 into the budget for Board Expenses for both the retreat and 10 year anniversary celebration on November 3rd. Increase the 2013 budgeted income by \$19000 to more accurately reflect sales tax income and accommodate for the budget adjustments approved in the director's report and this change. Jill seconded the motion. Passed unanimously.

Trustee items:

1. Announcements by Board members

Agenda for November Board of Trustee meeting at end of the retreat, to be decided.

2. Future agenda items:

*Two new board of trustees member to be installed

Monday, Nov. 11th at 6:15 pm 1st choice for next board of trustee meeting

Wednesday, Nov. 13th at 6:15 pm 2nd choice for next board of trustee meeting.

Faye responsible for dinner meal from Four Seasons

Executive Board of Trustee Session began at 8:18 pm and closed at 8:37 pm

No Action taken

Board of Trustee Meeting reconvened at 8:37. With no further action items, closed at 8:40 pm.