

WELLS BRANCH COMMUNITY LIBRARY DISTRICT AGENDA
Monday, October 27, 2014 at 6:36 PM

Quorum: Megan Sylvester, Faye Cormier, Jill Traffanstedt, Theresa Faris , Laura Gomez-Horton,
Staff: Donita Carlquist-Ward, Karen Mustard

Citizen Comment

Citizen comment is limited to three minutes unless given extra time by meeting chair
No citizens present.

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. Accept minutes as distributed
2. Accept Director's report
3. Refer treasurer's report to audit

***Megan asked to pull director's report to discuss budget items.
Theresa proposed to accept consent agenda; Faye seconded. Passed unanimously***

Director's report over/view and discussion (minus budget items to discuss in item #6)

- Dr. Who teen event was well attended.
- Hoppy Hour, November 2, 2:00 p.m. volunteer appreciation.
- Polar Express will be all hands on deck. On December 19, 2014.
- Car care event will be held again
- Wireless internet gate keeper will allow us to track wireless usage.
- Winter reading program.
- Nutcracker with Circus Chicken Dog, Friday, December 5, 2014
- Frozen Sing-along Saturday, January 3, 2014

Action Items:

1. Discuss and take action on Friends of the Library items and activities including the schedule for 2015 Neighborhood Garage Sale and any necessary adjustments to library hours to accommodate.
 - Held Branch BBQ fundraiser. Chris, the owner, gave a \$200 donation in addition and got a new member. Encouraged a grandmother who didn't know what to do with granddaughter and was told about story time.
 - Plan to support Polar Express.
 - Providing baskets as a prize for winter reading program.
 - Will also be at the Trunk or Treat event.
 - Looking into speakers, but nothing set.
 - Garage Sale date set as Saturday, April 18, 2015. Will ask library to open late that day as before.

Megan moved to open the library at 1:00 p.m. on April 18, 2015 for FOL garage sale. Faye, seconded. No oppositions.

2. Discuss and take action on bids for roofing maintenance/repair.

J-Mar Roofing highest bid over \$10,950.00

Oliver Roofing \$3,985.00

Texas Fifth Wall Roofing \$1,611.00

Karen suggests Oliver Roofing based on them already having come out, took pictures, etc. Used their original proposal to send to other bidders.

Questions: Theresa asked if they insured? Karen said yes.

Jill asked if there were references.

Karen will call to get references and ask what kind of materials they will use.

Jill motioned to contact Texas Fifth Wall and Oliver Roofing and get references. Megan seconded. Passed unanimously

3. Discuss and take action on bids to alleviate water collection on the sidewalk near the exterior book drop by building a retaining wall around turkscap in landscaping.

Karen mentioned that we had already voted on this. We had decided to go with other company to go with someone different than the company who had done the bathroom.

When ready to get work done, Contract Remodeling said that if they did not do both jobs, then their price would go up.

Suggested we use company we had used for bathroom which bid was lower.

JS Management: simple bid submitted, will submit more thorough bid and will send pictures of other jobs
Did job for HOA Hill Crest (replace monument rock) - these folks did the bathroom

Megan moved to accept bid for JS Management Construction for \$1550; Theresa seconded; no oppositions.

4. Discuss and take action on proposed updates to the Texshare Policy.

Donita explained there were minimal changes such as the dates of when they send out overviews have changed, updated closure dates, etc.

Jill made motion to approve updated Texshare policy; Theresa seconded. No opposition.

5. Discuss and take action on proposed updates to the 2014 & 2015 HRA Policy.

Proposing to change reimbursement eligibility from one year to six months.

Donita mentioned that this does open up that if everyone turns in request in one year, it might go over budget.

Megan asked if this would be consecutive or cumulative; Donita will change language to "6 consecutive months."

Jill made motion to approve 2015 HRA Policy, Faye seconded. No dissentions.

6. Discuss and take action on budget amendments for repairs discussed in previous items and requests presented in the Director's Report.

Donita reported having about \$5000 left for repairs for the year 2014; if we do roof and wall that would take all the money and still need to do heat check. Based on what needs to be done we may need to move money.

Donita mentioned that there is money in the medical reimbursement. Megan asked up until when staff can submit claims. Donita read it is within 45 days of services.

Technology maintenance has money left. Could move \$3000 from technology maintenance.

Donita mentioned they overspent print budget by \$6000, but there are funds remaining in other budget lines to cover. Would like to increase 2014 budget by \$6000.

Budget requests:

- *Increase sales tax budgeted income (410) by \$6000 and increase collection budget by \$5000 to juvenile print (522) and \$1000 to Graphic Novels (5226).*
- *Assign funds to staff bonuses (512) and adjust income budget accordingly.*
- *Sales tax income is currently budgeted at \$706K for the year. We have collected \$600K in 8 months. I estimate that we will have a total of at least \$775K, probably more near \$800K.*

Already in the budget, but over the \$500 mark- new switches for the tech room, patron laptops, manager tablets, children's area shelf ends and toppers

Megan mentioned that we are not as up as the previous year, but still okay.

Megan asked to table this item. The bonuses item plays into the operating budget.

Jill mentioned landscaping items that they would like to see happen. Faye mentioned that she would like to have something built to hide trashcans.

Looking at budget, Donita mentioned they could move money from office supplies for landscaping. (\$500)

Overview of budget for next year. Not too many changes. Staff payroll wages taken up 4% to get staff up to \$10 per hour pay; increase in short-term disability; added a line for teen programs; increased program budget in all areas; Brittany tuition since they reimburse for full time staff.

Jill noticed Brittany's reimbursement was on budget twice; Donita will cross out the second line so reduces budget by \$8000.

Megan mentioned that TLMA funds seem low, but it is the same as last year.

Donita mentioned they have contracts that they can count on the price.

Added money for retreat presenter and advertising.

Donita mentioned she reduced amount projected on room rental. Megan suggested Donita reduced to \$20,000.

Megan brought up discussion of staff raises. Donita mentioned that part time staff start at \$8.00 currently. Megan mentioned that is over 20% increase.

Megan suggested looking at Kid's version of Mango. Donita mentioned that they were looking at it. Theresa mentioned that they were looking at it in RR. Donita mentioned our Mango budget has not changed. Donita mentioned it is about \$2000 per year. Megan suggested adding \$2400 for next year.

Have left over money in technology budget and will use to get tablets and replace computers.

Megan mentioned still having money over:

Donita mentioned that she would like to repaint and add a chair rail. Looked at replacing meeting room chairs. Possibly get cushions instead. Looked at getting other chairs. Guy came out to look at shelving; hasn't sent bid yet, but would like to expand shelves.

Irrigation pump might be going out; waiting on quotes and will call for another quote.

Donita mentioned not having a total wish list budget until she gets quotes. So far about \$25,000 for office, chairs, etc.. Megan suggested we guess \$15,000 for shelving and to budget for bonuses.

Megan motioned to move \$3000 from technology for repairs, moving \$500 from office supplies for landscaping; proposed to move \$16,000 from sales tax towards \$6000 to collections and \$10,000 for staff bonuses. Faye, seconded. No dissentions.

Megan made motion to approve the rest of director's report. Theresa seconded. No dissentions.

7. Discuss and take action on 2015 draft budget

Megan mentioned needing more discussion, in particular regarding wish list. Donita mentioned only needing bids for shelving. Board asked to wait to have better numbers.

Faye asked Donita to put it in other wish list items as well.

Trustee items:

1. Announcements by Board members;

One world Karate did not pay for summer program. Has been called, e-mailed, etc. Board recommended send a letter with deadline before moving to taking to small claims court.

Faye asked if power washing was done. Mentioned she was not impressed because they left huge areas they did not do.

All volunteers eligible for reimbursement for flu shots.

2. Future agenda items;

Budget and Donita's evaluation
Summer camps
Holiday schedule for 2015

Next meeting: December 1, 2014 at 6:30

Open house: December 14, 2014 6:15

Meeting adjourned at 8:27 p.m.

Laura Gómez-Horton, Secretary

Date