

**WELLS BRANCH COMMUNITY LIBRARY DISTRICT AGENDA**  
**Monday, December 1, 2014 at 6:35 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

**Theresa motioned to approve the consent agenda. Faye seconded.**

**Megan used discretion and moved director's report to be discussed in action item #7.**

**Action Items:**

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

FOL attended trunk or treat and was very busy. Thought of ways to improve it if they were to do it again next year.

Joy has been great about helping set up paypal, and Amazon smile account (which will bring money to library when people buy through Amazon smile).

2. Elect officers for trustee positions.

Did not have any turnover, but can switch positions if we would like.

**Megan moved to keep our structure for the next year. Jill seconded. No dissentions.**

3. Discuss and take action on bids for roofing maintenance/repair and dry pendant service for fire sprinkler system.

Karen reported that at the last meeting we discussed bids and asked Karen to look into sealants types to see if that accounted for difference in bids. Did reviews on sealants and didn't find any differences. Looked at reviews on companies. \$1611 Texas Fifth Wall; Oliver roofing was \$3,985; Both had good references.

**Jill made motion to go with lower bid. Theresa seconded. No dissentions.**

4. Discuss and take action on Schedule of Closures for 2015.

Donita presented dates for closing for holidays and inventory, as well as dates when the library will close early and/or open late.

**Megan moved to approve 2015 library closures with Donita's changes. Theresa seconded. No dissentions.**

5. Discuss and take action on Director's Annual Review

Went into executive session for discussion of personnel matters pursuant to Chapter 551.074 of the Texas Government Code.

**7:35 back from executive session;**

**Megan motioned that we give the library director the same 3% raise given to all staff and a \$4000 bonus. Faye seconded motion. No dissentions.**

6. Discuss and take action on 2015 draft budget.

Discussed possible additions for social media. Got money back for use of OverDrive.

**Megan moved to approve 2015 budget and bring forward \$18,000 from retained income; Jill seconded.**

7. Discuss and take action on financial matters to include placement of funds and budget adjustments as needed.

Discussion of director's report:

- Megan asked to move summer camps discussion to January.
- Fund grant coming up that they might apply for.
- Got a \$1000 donation from OverDrive.
- Have food for fines going.
- Had petting zoo for volunteers; was able to meet several volunteers.
- Kristen is expecting a baby. Working on plan for maternity leave.
- Dry pendants inspection is still not resolved. According to Donita, we were unable to procure competitive bids for the work. Also on the list is the irrigation pump replacement. The current pump is still functioning, so it is not urgent.
- Open house scheduled for December 14, 2014 beginning at 6:30; everything is lined up.

**Megan made a motion to approve up to \$2000 for the dry pendants inspection. Theresa seconded. No dissentions.**

**Trustee items:**

1. Announcements by Board members;
  - Had a letter from Bank of America due to inactivity. Turns out that all activity is electronic rather than a physical transaction such as checks, etc. Jill and Karen took care of issue before Thanksgiving.
  - Karen mentioned that BofA did not grant online banking, encouraged Jill to check to see if this has changed which would facilitate transfers.
  - Moved \$5000 into the Randolph Brooks account
2. Future agenda items;
  - Summer camp
  - Bylaws
  - Complaint policy, programming, and reference.

**Next Meeting: January 26, 2015 at 6:30**

**Meeting adjourned: 8:10**

---

**Laura Gómez-Horton, Secretary**

---

**Date**