

WELLS BRANCH COMMUNITY LIBRARY DISTRICT MEETING MINUTES
Tuesday, February 20th at 6:30pm

Meeting began at 6:30pm. Board members present were: Faye, Jill, Ralph, Matt, and our director, Donita.

Citizen Comment

No citizens present.

Reports:

These may be accepted collectively or individually. Any of these items may be pulled for discussion upon the request of any Trustee.

1. Secretary report, to include minutes from previous meeting
2. Treasurer's report, including reports to refer to audit
3. Friends of the Library report

They have about \$6,000 in funds. Out of calendars and the next garage sale is going to be sometime in Spring 2019. The FOL will hopefully be renting a storage room for extra books and they are considering sponsoring a story teller at the Wells Branch Pioneer Fest.

Things Ralph is going to bring up to the FoL: A. Paying for babysitters during adult programming so that more people can participate. Nothing is planned as of yet, but the library would give 8-10 weeks of notice.

B. Discuss getting guest speakers to speak about health issues such as Alzheimer's C. Discuss the idea of helping the library purchase a time capsule.

4. Director's Report, including discussion and/or approval for the following:
 - a. facility maintenance issues
 - b. budget amendments
5. Committee/Workgroup Reports-None

Jill made the motion to accept all reports except the Secretary's report (because Christine was delayed.)

Matt seconded the motion and it passed unanimously

Action Items:

1. Discuss and take action on appointment of an Investment Officer.
Ralph made a motion to appoint Rajeer Jain as the library investment officer and allocate up to \$400 for training. Faye seconded and the motion passed unanimously.
2. Discuss creation and objectives for a marketing committee/team including possible logo design.
Donita will set up a meeting about the logo. Faye made a motion to allow the committee to search for and select a logo designer and authorize up to \$3,000 for a logo. Ralph seconded and the motion passed unanimously.
3. Discuss and take action on janitorial services contract.
Jill made a motion to keep the current janitorial service company for two years. Ralph seconded and the motion passed unanimously.
4. Discuss and take action on updates to staffing levels and library needs and goals.
No action needed. Falls under director's duties.
5. Discuss and take action on open hours for the LAB.
No action needed. Falls under director's duties.
6. Discuss and take action on changes to the EReader Policy.
Matt made a motion to remove the words "no option for renewals or extensions" pertaining to borrowing. Jill seconded the motion and it passed unanimously.
7. Discuss and take action on quote from Southwest Solutions for additional shelving and from Library

Interiors for new doors on the storytime cabinets

We don't have a quote for the cabinet doors yet, but the quote from Southwest Solutions for shelving in the non-fiction area is \$2943 and \$2080 in the Youth section. Jill made a motion to accept the quote(s) from Southwest Solutions. Faye seconded it and the motion passed unanimously.

8. Discuss and take action on Investment Policy.

Ralph is going to read the old policy and get back to us. No action required at this time.

Trustee items:

Next meeting is April 12th at 6:30pm.

Matt moved the meeting be adjourned at 7:35pm. Faye seconded, and the motion passed unanimously.

The Library Board may retire to executive session any time between the meeting's opening and adjournment for the purpose of consultation with legal counsel pursuant to Chapter 551.071 of the Texas Government Code; discussion of personnel matters pursuant to Chapter 551.074 of the Texas Government Code; and/or real estate acquisition pursuant to Chapter 551.072 of the Texas Government Code. Action, if any, will be taken in open session.