

WELLS BRANCH COMMUNITY LIBRARY DISTRICT AGENDA
Sunday, November 12, 2017 at 12:00 pm

**TO: THE BOARD OF TRUSTEES OF THE WELLS BRANCH COMMUNITY LIBRARY DISTRICT
AND ALL OTHER INTERESTED PERSONS:**

Notice is hereby given that the Board of Trustees of the Wells Branch Community Library District will meet at 15001 Wells Port Drive for:

Meeting started at 12:17pm

Citizen Comment

Citizen comment is limited to three minutes unless given extra time by meeting chair

Wanda Holcombe stated that Glen Gary, is a retired lawyer living in WB neighborhood. Most of his work was with the state. Wanda spoke to him about why we are having so much trouble with the comptroller's office and tax payments. He offered to work pro-bono to try to address this issue for us. At least, to try to discover why it is happening and see if anything can be done differently.

Donita will set up a meeting between Mr. Gary, Faye, and Matt.

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

Ralph says that the FOL has not met since our last board meeting, but they meet tomorrow. They have sold at least 60 calendars so far.

4. Director's Report, including discussion and/or approval for the following:
 - a. facility maintenance issues
 - b. budget amendments

The library is considering talking to our insurance provider about the possibility of having a babysitter for kids come in so that we potentially get a higher turnout for adult programs.

Heater inspection went well. Units are old, but still in working order.

5. Committee/Workgroup Reports
 - a. Makerspace design team (included in director's report)
 - b. Non User Survey (included in director's report)

Action Items:

1. Administer Oath of Office to Trustees elected for 2017-2019. Discuss and assign officers for Board of Trustees.

Jill made motion for new officers 2018-2019 Faye Cormier is President, Matt Sims is VP, Christine Bloemsma is the new secretary, Jill Traffenstedt is treasurer, Ralph Simon is the FOL liaison. Matt seconded the motion and it passed unanimously.

2. Discuss and take action on letter to accompany repayment of misallocated funds by the comptroller.

Tabled until Faye and Matt meet with Mr. Glen Gary.

3. Discuss and take action on personnel budget to include director's annual review and budget allocation for annual bonuses.

The **Library Board retired into executive session at 12:45 pm** as they are allowed to anytime 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.

The **board moved out of executive session at 1:10pm.**

Ralph moved to increase the library director's salary by 2%, give a \$1500 bonus, and give her more flexibility in allocating staff bonuses. Jill seconded and the motion passed unanimously.

4. Discuss and take action Patron Behavior Policy, specifically whether smoking should be allowed on library property.

Matt makes a motion to ban smoking on property, signs are put up in that regards, and get sheriff dept. to do more patrol. Jill seconded the motion and it passed unanimously.

5. Discuss and take action on property and liability insurance for 2018.

Faye made motion to let the library director (Donita) sign off on the property and liability insurance for 2018. Matt seconded the motion and it passed unanimously.

6. Discuss and take action on proposed Investment Policy.

Tabled until next meeting. Ralph will do more research.

Trustee items:

1. Announcements by Board members;
2. Future agenda items;
3. Set the time and date for the next meeting
4. Assign deliverables, including committee tasks and reports, for the next meeting.

Next meeting is Tuesday, January 16th @ 630pm.

Meeting was adjourned at 1:31pm

All of the above items are subject to action by the board.

After the meeting is adjourned, the trustees will remain on site for the annual Board/Staff retreat. No further action will be taken after the official adjournment.

Faye Cormier
President, Board of Trustees

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