

**WELLS BRANCH COMMUNITY LIBRARY DISTRICT MEETING**  
**Wednesday, September 20, 2017 at 6:30 pm**

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

Meeting was called to order by President Faye Cormier at 6:34pm. Present were trustees Faye Cormier, Wanda Holcombe, Matt Sims, and Ralph Simon. Donita Ward, Library Director, was also present.

**Citizen Comment:** No citizen 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

**FOL Garage sale is this Saturday, Sept 23<sup>rd</sup>. Looks like there will be 56 tables of people selling stuff at the garage sale. Johnny Beans Coffee will sell coffee and pastries there as well.**

**From 2-8, on Friday, the FOL would like to get some volunteers to help. FOL members will be there on Saturday morning around 6:00am to start setting up.**

**Calendars may be ready by the weekend to sell, but not sure yet.**

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

**None at this time.**

5. Committee/Workgroup Reports

- a. Makerspace design team (addendum to director's report)
- b. Website/ Logo

**Followed up with the ACC instructor that volunteered to let his classes design it.**

- c. Non User Survey

**Hard copy was sent out with the WB community newsletter. And the online surveys were posted this week.**

- d. Homebound delivery

**Going to postpone this until next year, but it is still in the works.**

**Wanda makes a motion to accept the rest of the reports, Ralph seconded and it passed unanimously.**

**Action Items:**

1. Discuss and take action on repayment of funds from the recent audit by the comptroller to include any necessary budget adjustments.

**Ralph made a motion to pay of the mortgage and pay off the comptroller so we start next fiscal year debt free. Wanda seconded the motion, but wants the Board to send a letter of protest to the Comptroller and our State Representative. Motion passes unanimously.**

2. Discuss and take action on October mortgage payment to include any necessary budget adjustments.  
**See Above.**

3. Discuss and take action on employee benefits to include discussion of extending coverage to non-exempt personnel and any required changes to the personnel policy.

**Roughly, \$20k a year for employee benefits and that would help us maintain high caliber employees.**

**Ralph proposed a motion to include employee benefits to eligible part time employees. Matt Seconded the motion.**

**We are going to develop a policy of our own to replace the Family Medical Leave Act so we have more flexibility since we are so small.**

4. Discuss draft budget for FY2018.

**Will discuss further at the next meeting.**

5. Discuss and take action on updated Collection Development Policy.
6. Discuss and take action on the 2017 General Election.

**The election was canceled because there were no contested seats on the board.**

7. Discuss and take action on Annual Retreat.

**We will have the Retreat on Sunday, November 12, 2017 from 1pm-6pm.**

**Trustee items:**

**Next meeting will be Wednesday, Oct. 11<sup>th</sup>, 2017 at 6:30pm.**

**Meeting was adjourned at 7:40pm.**