

Dripping Springs Community Library District
May 20, 2015 Meeting Minutes

Present: Missy Atwood, Melva Codina, Barbara Davidson, John Sone, and Marcia Atilano

8:45 a.m. – Call to Order

Reports/Discussion Items

- Marcia Atilano presented the Librarian's Report, including an account of the TLA sessions attended by Alex Marquez and SuzAnne Beard. They gained information which will be very useful in the implementation of Google Analytics, other tech trends, and Teen/Tween library programming. The three new computers have been installed, and Ms. Atilano has ordered the remaining monitors and one computer. The new meeting room tables and DVD storage units are also ordered. The second DSL line is installed. Staff is very busy with summer programming and the weeding of materials to make additional space for new resources. Some weeded or donated books have been given to the DS Farmers' Market, along with library handouts to give out. Ms. Atilano has met with the group of Hays County librarians to prepare the grant proposal due to the County Commissioners by June 8.
- Missy Atwood received an email from a member requesting extended evening hours (in addition to Thursday evening) or hours on Sunday afternoon/evening. Ms. Atilano expressed concern that staff scheduling would be stressed if some work hours were shifted from daytime to evening. She asked the staff if any of them had heard similar requests and their answer was no. Ms. Atwood will follow up with the member to see whether accessibility to resources or space to study was the reason for the request. If it is resources, we will suggest using the online databases and provide adequate instruction in their use.
- Craig Axelrod, staff member, has requested that his bi-monthly time be reduced by 6-12 hours. This request is based on a long-term health issue and a desire to free up more time for personal pursuits, but he is anxious to ensure the quality and timeliness of the cataloging and acquisition processes.
- Pat Galvin, staff member, had also requested a reduction in hours based on health concerns. Her desk has been replaced with a new ergonomic workspace, which has helped to minimize her physical concerns. For now, she has rescinded the request for a reduction of hours, but desires that her hours be spread out more evenly.
- The Board discussed the necessity of creating a discrete quarterly investment report despite the presence of monthly statements of assets, including interest on CD investments. It was pointed out that the monthly report does not include the Weighted Average Maturity (AVM). Ms. Atilano will discuss the question of necessity with Cara Russell, former Library Director and Susan Curran, accountant. She will also explore the feasibility and practicality of using the already present data in Quick Books to create a satisfactory quarterly report. The Board will take action next month.

Executive Session

- The Board entered into Executive Session at 9:20 to discuss the annual employment review of Ms. Atilano, Library Director.
- At 9:43 the Board returned to Open Session.

Report from Executive Session

- Ms. Atwood briefly shared highlights of the positive comments about Ms. Atilano's evaluation and promised to visit with her individually in more detail.

Action Items

- On a motion by John Sone, seconded by Melva Codina, the Board voted unanimously to decline the member's request for extended evening hours.
- On a motion by Ms. Codina, seconded by Mr. Sone, the Board voted unanimously to direct Ms. Atilano to reduce the employment hours for Mr. Axelrod per his request and to seek a replacement to ensure the completion of his current responsibilities.
- No action was taken on the request by Ms. Galvin to reduce her work hours.
- The Board tabled action on the question of creating a discrete quarterly investment report.
- On a motion by Ms. Codina, seconded by Mrs. Davidson, the Board voted unanimously to approve the minutes for the April 2015 meeting.
- On a motion by Mr. Sone, seconded by Ms. Codina, the Board voted unanimously to approve the financial reports for April 2015.
- New Library door keys were given to the Board members, except for Ms. Blackburn, who was not in attendance.

The meeting adjourned at 10:10.