

Dripping Springs Community Library District
June 24, 2015 Meeting Minutes

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

8:40 a.m. – Call to Order

Public Comments

There were no public comments, but John Sone noted that we do not make available a Public Register form for members of the public to sign in if they wish to make comments. Director Marcia Atilano stated that she would provide such a form at future public meetings.

Reports/Discussion Items

- Marcia Atilano presented the Librarian's Report, including an account of the damage to Library technology during the recent storms. On June 18, the phones/internet/circulation systems were completely disabled by lightning strikes. Verizon fixed both telephone lines the evening of Friday, June 19. As of the day of this meeting, everything was working except some printer functions. The modem, a switch that controls the staff network, and a router needed to be replaced. The total cost for repair was \$1600. The security cameras also needed to be reset, and the security company is coming today to handle that. The Board expressed appreciation for the manner in which Ms. Atilano handled the shutdown and restoration. Board members discussed with Ms. Atilano several possibilities for surge protection and back-up plans for circulation function for similar circumstances in the future. Biblionix suggested the use of a GSM-to-Ethernet (and WiFi) router and a cell phone with plan that can be used when the circulation system is down. Surge protection may be added to the phone/DSL lines. Another possibility is the addition of several notebook computers to be used both for running circulation in the event of future shutdowns and for members to check out for in-library use.

Ms. Atilano reported that despite the storms, the summer programs have gotten off to a great start and the staff is very busy with increased traffic.

- Following up on last month's consideration of a member request for extended hours, Missy Atwood reported that she has contacted the member to advise her of the decision to maintain the current schedule. There was no further response.
- The Board discussed our practices on fines and fine forgiveness. Melva Codina asked if 10 circulations per member (not per family) was excessive and contributing to the number of fines and lost books. Ms. Atilano will investigate the checkout limits in other libraries.
- Mr. Sone noted that June 25 is the last day to post the Election Notice for this fall's scheduled election.

- Ms. Atilano reported on her meeting with Susan Curran, CPA, to discuss the need and feasibility of creating a discrete Quarterly Investment Report. Ms. Curran stated that it would require 5-6 hours of her time to create a spreadsheet from scratch for this purpose. It was noted that we do receive an annual statement from Pioneer Bank on the interest earned on the CDs, our only investment. The statement numbers change only once per year for each CD, but the interest is figured at different times for each CD. Ms. Curran suggested that attaching a copy of the bank statement for the CDs to our financial reports would satisfy the transparency/reporting requirement.

Mr. Sone suggested that we send Ms. Curran a template, available from the Public Funds Investment Act trainers, and request a new bid from her for the creation of a spreadsheet for our use.

- Ms. Atwood and Ms. Atilano shared their review of the Facilities Five-Year Plan. Mr. Jim Polkinghorn, the original architect of the building, has informed us that we will not be able to add a second story. Ms. Atwood, Ms. Atilano, and Barbara Davidson plan to meet with him in the near future to hear any suggestions he may have for expanding our current facility. Ms. Atilano will obtain a digital plat of the land that the Library owns. Ms. Atwood stated that we will need an evening workshop session within the next few months to discuss a strategy for moving ahead toward an expansion that is urgently needed for the sake of services for our growing population. We need to take advantage of our growing tax revenue. Ms. Atilano has recently visited the Laura Bush Library in the Westlake system to make observations about this new facility; she and Ms. Atwood will visit the Canyon Lake Library soon. We will need to develop a community group for planning purposes. Our planning must include detailed research on trends and projections in technology.

Ms. Atwood stated that it will likely be 4-5 years before a new building could be in place. In the meantime we need to consider other options for expanding services. A digital outpost in a high density population area could provide circulation services (materials could be returned and requested for delivery). It must also be noted that this would in turn tax the resources and staff. Mr. Sone stated that the Belterra Visitor Center may be available for a DSCL outpost as early as the end of 2016. Mr. Sone also requested an overlay of the Dripping Springs ETJ and our service area (DSISD boundaries) to determine potential city and county responsibility/input.

We have tentatively scheduled a workshop Board session for August 16 at 5:00 PM.

- Ms. Davidson and Ms. Atilano discussed their review of the Collection Five-Year Plan, stating that we are keeping up with our targeted balance of print and digital resources through purchases of new materials/access and ongoing weeding of outdated and unused resources. Ms. Atilano described the space constraints and the process through which decisions are made to remove items from our collection.

Action Items

- On a motion by Mr. Sone, seconded by Ms. Codina, the Board voted unanimously to approve the minutes as corrected for the May 2015 meeting.

- On a motion by Ms. Codina, seconded by Sue Blackburn, the Board voted unanimously to approve the financial reports for May 2015.
- The Board deferred action on the creation of a Quarterly Investment Report pending a second conversation with Ms. Curran.
- On a motion by Mr. Sone, seconded by Ms. Codina, the Board voted unanimously to table any action on the Facility.

The meeting adjourned at 10:10.