

Dripping Springs Community Library District
September 16, 2015 Meeting Minutes

Present: Missy Atwood, Sue Blackburn, Barbara Davidson, and Marcia Atilano

8:40 a.m. – Call to Order

Public Comments

There were no public comments.

Reports/Discussion Items

- Marcia Atilano presented the September Library Director’s Report. Board members questioned the requirement from Xerox (from whom we rent our copiers) that the library did not meet the required minimum of General Liability insurance coverage of \$2 million. Ms. Atilano agreed that the requirement was surprising, especially in light of TML’s advice that the \$1 million coverage we currently have is sufficient. Ms. Atilano will investigate the requirement further. Susan Curran, Library CPA, has filled out the State Comptroller required paperwork for the payment of back taxes, and the document is ready for signature by Missy Atwood, Board President. Ms. Atilano is doing initial groundwork in preparation for proposed Library expansion. She will be in touch with Michelle Fischer, Dripping Springs City Administrator to let her know of our need to expand services in a larger facility. She also has begun investigating possible choices for a library consultant to provide guidance in the expansion process.
- The Board received a second reading of the proposed policy change on borrowed materials. All present accepted the change as ready for a vote at the next meeting.
- Melva Codina, Board Treasurer, was unable to attend but submitted a written report outlining her findings and recommendations on changing the name of the Future Facility Fund and steps needed to update signatories on the two bank CDs. She has instructed Pioneer Bank to move the CD that matures on September 18, 2015, to the Future Facilities Fund MMA. The signatories for the remaining two CDs include two names of former Board members. These need to be removed from the CD and current members Sue Blackburn and Barbara Davidson should be added. John Sone’s name may or may not be removed from the signatories list, depending upon the final determination of his employment with the City of Woodcreek. The members present discussed the ramifications of changing the name of the Future Facility Fund to “Capital Improvement Fund.” Ms. Codina also submitted the required Resolution to present to Pioneer Bank authorizing the change of the name of the former Future Facilities Fund.
- The Board members discussed possible candidates for a replacement for Mr. Sone if one should be needed, and they brainstormed names of potential members for advisory and steering committees for the expansion project. It was agreed that the Board should continue to list supportive community members over the next month, and refine the list at the upcoming workshop session. There was also a discussion of the role of the

committees in the strategic planning and the implementation of plans for fundraising and library marketing.

- Ms. Atilano presented the updated Memorandum of Understanding between the DSCL and the DSISD. Board members were pleased with the additions to the document and the spirit of cooperation from the school district. The document will be submitted to DSISD Superintendent Gearing for his signature. Ms. Atilano and Barbara Davidson will be meeting with Diane Flaim, Assistant Superintendent for Curriculum and Instruction, to receive the signed copy and further discuss ways to put the principles into action.
- The Board reviewed the initial draft of the proposed 2016 Budget.

Action Items

- On a motion by Sue Blackburn, seconded by Barbara Davidson, the Board voted unanimously to approve the minutes for the August 2015 meeting.
- On a motion by Ms. Davidson, seconded by Ms. Blackburn, the Board voted unanimously to approve the financial reports for August 2015.
- On a motion by Ms. Blackburn, seconded by Mrs. Davidson, the Board voted unanimously to update the signatories on the two library bank CDs.
- On a motion by Ms. Blackburn, seconded by Mrs. Davidson, the Board voted unanimously to approve the Resolution authorizing Pioneer Bank to change the name of the Future Facility Fund to Capital Improvements Account.
- On a motion by Ms. Davidson, seconded by Ms. Blackburn, the Board voted unanimously to table until December the selection of an individual to fill Mr. Sone's vacant seat, should that be necessary.
- On a motion by Ms. Davidson, seconded by Ms. Blackburn, the Board voted unanimously to table any action on issuing invitations to individuals to serve on a temporary Advisory Committee for help in identifying potential land sites for a new facility.

The meeting adjourned at 10:20.