

Dripping Springs Community Library District
October 21, 2015
Meeting Minutes

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

Call to Order: 8:30 a.m.

Public Comments

There were no public comments.

Reports/Discussion Items

- Marcia Atilano presented the October Library Director's Report. In addition to the written report, she noted that, on the night of 10/15, staff noticed a strong odor of gasoline that seemed to be coming from the meeting room. The Fire Department was summoned but didn't find anything amiss.
- Trustees conducted the final reading of a proposed policy change from charging retail prices to charging the actual replacement cost for lost or damaged library materials and requiring that all replacement materials be purchased by DSCL. There was no further discussion of the matter.
- It was reported by Ms. Atilano that after exploring the matter, it was determined that there would be no impact on filing the Texas State Library annual report if the Future Facility Fund bank account name is changed to the Capital Improvement Fund bank account.
- A discussion about the Library Expansion advisory committee took place:
 - Barbara Davidson spoke to Dave Edwards, President of the Dripping Springs branch of Broadway Bank, who suggested that Patrick Rose should be on the committee. (Sue Blackburn noted that she had previously added Mr. Rose to the list being kept in Evernote.) He also suggested Mike and Maggie Cattleman.

- Blackburn, Codina, Davidson, and Atilano all reported difficulty using Evernote for communications regarding the library development project. Ms. Atilano offered to explore moving said communications to Google Drive.
 - There occurred a brief discussion regarding strategies for involving community people. Should we have meetings with tours, a dinner, etc. Ms. Atwood requested additional ideas and input.
 - Ms. Atilano spoke with Chris Marcum who provided her with a list of activities that were Prerequisites for Capital Campaign Success.
 - Susan Santamaria, Chair of the Community Foundation in D S, should be added to the list of possible members for the organizing committee.
 - Lisa Charbonnet observed that 7 - 10% of the project budget should be for hiring a consultant. She, for instance, would charge at least \$30,000.
 - Discussion ensued regarding potential sites for the new facility. Ms. Atilano will talk to Rick Coneway to assess site development issues.
- Currently, if a patron is not a member of DSCL and wants to use a computer, we obtain the user's Driver's License information. That information is kept in a file in the Director's office. Discussion took place as to the appropriateness of this action. John Sone suggested that the patron should have either a DSCL or Tech Share card in order to use the computers. Ms. Atilano will do a poll of libraries to see what other libraries do. This will be revisited at the next meeting and brought forward as an action item.
 - The Trustees reviewed the proposed budget for 2016. Most of the discussion centered on sales tax revenue. It appears that there will probably be at least a \$12,000 shortfall from the 2015 budget of "most likely". Both Ms. Atwood and Ms. Codina recommended utilizing the "Pessimistic" projection of \$674,676. Any additional revenue over that amount will be applied to capital improvements or the reserve fund. Ms. Atilano will bring the revised information in the budget proposal in November.

Action Items

- On a motion by Sue Blackburn, seconded by Melva Codina, the Board voted unanimously to approve the Minutes of the September, 2015, meeting.
- On a motion by Sue Blackburn, seconded by Melva Codina, the Board voted unanimously to approve the financial reports of the September, 2015, meeting.
- On a motion by Melva Codina, seconded by Sue Blackburn, the Board voted unanimously to approve changing the current policy of charging retail prices to actual cost of replacement for lost or damaged library materials and adding language that all replacement materials are purchased by DSCL.
- On a motion by Melva Codina, seconded by Sue Blackburn, the Board voted unanimously to approve a resolution to change the name of the Future Facility Fund bank account to the Capital Improvement Fund bank account.
- On a motion by Melva Codina, seconded by Sue Blackburn, the Board voted unanimously to table the motion to approve/establish the advisory committee for expansion planning.

The meeting adjourned at 10:08.