

Dripping Springs Community Library District
November 20, 2013 Meeting Minutes

Present: Missy Atwood, Sue Blackburn, Melva Codina, Barbara Davidson, and Cara Russell

8:49 a.m. – Call to Order

Public Comments

- None

Executive Session

- No Executive Session was held.

Reports/Discussion Items

- Cara Russell presented the Librarian's report, including monthly statistics and number of items added to the collection in October. Upcoming events include the following: annual Inventory, for which the library will be closed to patrons the week of Thanksgiving; Christmas on Mercer on December 7, with side by side booths for the Library and the Friends; the Dining Around Dripping Raffle, with drawing on December 16; and Library closure December 23-28 for new carpet replacement in the children's area. Volunteers, including high school students, will help with the packing and reshelving of materials. Ms. Russell reported that our eAudio and eBooks have reached 5% of our total collection, meeting the goal for 2014. That goal increases by 5% each year through the existing long range plan. There are 49 patrons using these items as of November. The survey emailed to 200 DSISD teachers and aides yielded 38 responses with some helpful input and comments. SuzAnne Beard will analyze the data and prepare a response.
- Ms. Russell also reported on the efforts of the Library Director search committee. There are six candidates (out of ten applicants) who will be interviewed by the committee on Nov. 21 and 22. After candidates are screened there will be a final interview with the finalists before the entire Board. The Board will offer to pay travel expenses for the finalists.
- The Board heard the third and final reading of the Vacation Rollover Policy.
- During the discussion of the Budget Draft, Missy Atwood asked about the distribution of excess (above budget requirement) income, specifically if there is a formula for dividing any excess between future facilities and collection development. Ms. Russell recalls that in last year's discussion the Board decided that any excess revenue be applied to the Future Facility Fund and to Collection Development, but that there was not a specific percentage determined. She shared that in their recent conversation concerning budget

considerations in a fast-growing library district, Beth Fox of Westbank Library suggested that we build our Reserve Fund to the equivalent of four months operating expenses, and establish an Innovation Fund for special projects. Ms. Russell stated that we are ready to begin the process of hooking up to the city water system. After discussion of the Library's source of drinking water, the consensus was that we would continue purchasing drinking water for the coolers. The Board will vote on the 2014 Budget at the December meeting.

- The Board discussed the carpet selection for replacement in the Children's wing. Ms. Russell sent out four requests for bids and received two responses. Intertech offered the better proposal. The Board considered two carpet samples and a wood laminate flooring for the conference room, deciding to vote on the carpet which is discounted because it is already in Intertech's warehouse, and also deciding to keep the current tile flooring in the conference room.

Action Items

- On a motion by Melva Codina, seconded by Sue Blackburn, there was unanimous approval of the October 2013 financial reports.
- On a motion by Blackburn, seconded by Codina, there was unanimous approval of the minutes of the October 2013 meeting.
- On a motion by Barbara Davidson, seconded by Codina, there was unanimous approval to table the assignment of new Officers of the Board until the full Board is present in December.
- On a motion by Davidson, seconded by Codina, there was unanimous approval to table the approval of the Board of Trustees organization for the coming year until the full Board is present in December.
- On a motion by Codina, seconded by Blackburn, there was unanimous approval of the Children's wing carpet replacement bid from Intertech.
- On a motion by Codina, seconded by Blackburn, there was unanimous approval of closing the Library during the week of December 23-28 to replace the carpet.

Meeting adjourned at 10:15 a.m.