

DRIPPING SPRINGS COMMUNITY LIBRARY DISTRICT

September 18, 2013

Present: Missy Atwood, Sue Blackburn, John Sone, and Cara Russell

Absent: Barbara Davidson, Melva Codina

Call to Order at 8:33 a.m.

Public Comments

None

Executive Session

None

Reports/Discussion Items

- Librarian's Report

The Trustees accepted the Librarian's Report.

In addition, Ms. Cara Russell noted the following:

There was a predictable seasonal decline in the activity statistics. Of note, the library has 8,000 active patrons.

The process to elect Trustees has been strengthened. Joyce Cowan consulted with us on our procedures and noted that we should post a notice of cancellation of the election if no one new is being nominated for a position. We will enter into an agreement with Ms. Cowan to be the coordinator for the next election cycle. John Sone suggested putting a copy of the election process document in the library's Policy and Procedure Manual. Cara Russell suggested that it would be an appropriate document for the Director's process Manual and have a brief statement in the library's manual that the Board of Trustees is responsible for the election procedures.

The new e- Audio and e-Book programs are set to be launched on 10/14/13.

Cara Russell stated that she has been evaluating whether or not employees should be able to roll over 2 weeks of unused vacation rather than the 1 week currently allowed. This will be an Action Item for the next meeting.

Other items for the October agenda: David Price from Trinity Resources meeting with the Board; beginning the budgeting process; move Hayes Informed to December meeting.

The August financial statements reflected unusually high payroll tax expense because it included both employee and facility taxes in the one category. There was also a question about sales tax revenue as it was depicted in Quick Books. That designation has been corrected. With these matters resolved, the financial reports for both July and August were accepted.

Action Items

- On a motion by Atwood, seconded by Sone, there was unanimous approval of the financial reports for August, 2013.
- On a motion by Sone, seconded by Blackburn, there was unanimous approval of the Minutes of the August, 2013 meeting subject to corrections discussed.
- On a motion by Atwood, seconded by Blackburn, there was unanimous approval of the Certification of Unopposed Candidates for the November 5, 2013 election.
- On a motion by Blackburn, seconded by Atwood, there was unanimous approval of the Order to cancel the election of November 5, 2013.

Meeting adjourned at 9:43 a.m.