

**Dripping Springs Community Library District**  
June 18, 2014 Meeting Minutes

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

8:32 a.m. – Call to Order

**Public Comments**

- none

**Reports/Discussion Items**

- Marcia Atilano, Director, presented the monthly Librarian’s Report. In regard to the status of the 990 application, there is nothing further that can be done to expedite the process. She has checked on the need for a new Letter of Engagement with Kayla Wallace, but found that the current Letter includes the 2014 audit.

In her facility maintenance report, Ms. Atilano stated there is currently a contract for quarterly septic system service and also that there is an alarm in place. The fire safe is on order, as suggested by the Board, and the safe can be bolted to the wall. Bids are not quite ready for the plumber to connect DSCL to city water nor for the purchase of a new copier. We have two plumber bids and have tried without success to get in touch with a third. Since we have made an honest attempt to obtain three bids we will be fine to move ahead with a decision between the two. It was suggested that Ms. Atilano and staff prepare a list of the precise needs in a copy machine. John Sone will send her contact information for Dahill. The Board discussed the number and placement of interior security cameras for the front area and the children’s wing.

In other business, Ms. Atilano stated that the joint grant application from the Hays County public libraries will go before the Commissioners in early August. Missy Atwood and Barbara Davidson said they would contact Commissioner Ray Whisenant to ask for his support. Four resume/applications for the new part-time position have been received, and two interviews are scheduled. The Board discussed and voiced approval of proposed changes to DSCL Manual setting out processes for promoting child safety in the facility. The Board agreed with Ms. Atilano’s suggestion to make references to the age at which children should not be left unattended consistent throughout of manual.

Mr. Sone led a discussion of possible support/involvement with the Belterra Neighborhood Association in creating a “Tiny Library” (a small kiosk to house approximately 50 volumes of donated books for free and unmonitored sharing) in that subdivision. The Board discussed the opportunity for this to be a template that could be replicated in other neighborhood to increase visibility for the library services. There was further discussion as to the level of DSCL’s involvement in this initial project. Board members voiced interest in insuring that the library maintains some level of involvement and quality control for the Tiny Library and an interest in receiving further information

from Belterra regarding any specific ideas or requests they have for involving the Library in bringing the project on line. The Board asked Mr. Sone to serve as liaison with the Belterra Neighborhood Association on the project.

### **Action Items**

- On a motion by Ms. Codina, seconded by Mr. Sone, there was unanimous approval of the minutes for the May 2014 meeting.
- On a motion by Ms. Codina, seconded by Ms. Blackburn, there was unanimous approval of the financial report for May 2014.
- On a motion by Mr. Sone, seconded by Ms. Blackburn, there was unanimous approval to hire Protection One to install a new 4 channel DVR with three cameras for the children's area at a cost of \$1575, with the new total monthly charge of \$32.81.
- On a motion by Ms. Davidson, seconded by Mr. Sone, there was unanimous approval of changes to the Child Safety section of the DSCL Manual.
- On a motion by Ms. Atwood, seconded by Ms. Codina, there was unanimous approval of co-sponsorship, with details to be worked out in the future, of a library kiosk with the Belterra Neighborhood Association in the Belterra community. John Sone will be the DSCL liaison with working with Belterra Neighborhood Association on this project.

**Executive Session** No Executive Session was held.

Meeting adjourned at 9:40.