

**Dripping Springs Community Library District**  
May 21, 2014 Meeting Minutes

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

8:31 a.m. – Call to Order

**Public Comments**

- none

**Reports/Discussion Items**

- Kayla Wallace, auditor, presented the report of the Library District’s annual Audit of Financial Statements for 2013. She described it as an “excellent report, very clean,” with no changes or big obstacles. There followed a discussion of possible Board action of restricting reserve funds for assigned purposes. Melva Codina stated that we had left these amounts *unrestricted* to make them accessible in the event of an emergency. Ms. Wallace suggested that *assigned* funds are easier to undo than *restricted* funds and that potential donors are more favorably impressed when reserves are either *restricted* or *assigned* for a specific purpose.

Ms. Wallace further stated that she filed the requisite paperwork and filing fee with the IRS nine months ago to exempt us from the necessity of filing Form 990, but she still has not been notified of approval. She needs a copy of our cancelled \$400 filing fee check to pursue the matter.

- Marcia Atilano presented the monthly Librarian’s Report. In response to noticeable odor, Hill Country Wastewater has inspected our system and recommended cleaning and emptying at an approximate cost of \$600. Sue Blackburn asked if there is a septic alarm in place, and Ms. Atilano said that she would check into this. Ms. Codina suggested that we consider maintenance contracts, or, at least, a regular cycle of maintenance for wastewater and other building systems. Pat Galvin continues to obtain bids on 1) the hookup to city water service and 2) a new coin-operated copier. The new AC unit is functioning well.

Following up on a library patron complaint and call to the Hays Co. Sheriff, the Board discussed the protocol for handling any future complaints lodged against patrons on the premises. The consensus was that we should call 311 to place a non-emergency report and to request a deputy to take a report and interviews. We also should amend our policy on patron behavior, including reference to DSISD policy on student behavioral expectations.

In other business, Ms. Atilano stated that she is now locking her office door, following the discovery that 24 blank checks are missing from the Library checkbook. Payment has been stopped by Pioneer Bank on these checks. Also, an advertisement for a new

Circulation Clerk has been placed in the News Dispatch and on our Facebook/Twitter pages.

- Action items to be included on the June agenda are 1) to submit a Letter of Engagement to Kayla Wallace for the 2014 Audit and 2) to approve a revision of the child safety section of the Library Policy.

### **Action Items**

- On a motion by Ms. Blackburn, seconded by Ms. Codina, there was unanimous approval of the financial reports for April 2014.
- On a motion by Ms. Codina, seconded by Ms. Blackburn, there was unanimous approval of the minutes for the April 2014 monthly meeting.
- On a motion by Barbara Davidson, seconded by Ms. Codina, there was unanimous approval of the FY 2013 Annual Audit Report.

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

Meeting adjourned at 10:02.