

Dripping Springs Community Library District

April 15, 2015

Meeting Minutes

Present: John Sone, Melva Codina, Sue Blackburn, Marcia Atilano

Call to Order: 8:33 a.m.

Reports/Discussion Items

- The Auditor's Report was presented by Kayla Wallace, CPA, who made the following comments:
 1. the section, "Management's Discussion and Analysis", should be developed by the Library; she will assist the Library Director in learning how to do this for the coming year;
 2. during a review of the 2014 Annual Financial Reports, Ms. Wallace noted that the Library experienced an 18% increase in sales tax revenue and only an 8% increase in expenses;
 3. on p. 13 of the report, there is a reference in Note 3 regarding Deposits and Investments to a "depository contract"; that reference will be deleted as DSCL is not required to have one; and,
 4. on p. 15 of the report, it was observed that we need to begin writing off assets, especially furniture and equipment; Ms. Atilano said she will begin making a list of acquisitions and items which have been discarded.
- The Director's Report was presented by Marcia Atilano who brought particular attention to the information regarding furniture acquisition and receipt of our Affirmation Letter from the IRS.
- The third and final reading of the policy entitled "Attendance and Time Off: c. Death in the Family" was completed. It was decided to omit the language "(by the next day after receiving the news)"; the sentence will read, "An employee who wishes to take time off due to the death of a family member should notify his/her supervisor immediately." It was also agreed that the policy should retain the language "must attend the funeral or memorial service (if any)."
- Missy Atwood and Sue Blackburn met with Bobbie Hentschel, Chair of the Friends of the Library Board of Directors, to discuss funding for participation in the Association of Community Library Districts. Ms. Blackburn reported that the FOTL voted to earmark

funds for the purpose and to carve it out of their planned donation for the year. Ms. Atilano will follow up with Ms. Hentschel requesting a letter confirming that decision.

Executive Session

The Director's Annual Evaluation was deferred to the next meeting when the full Board should be present. It was noted that Ms. Atilano will be scheduled for another evaluation in 12/15 so that she can coordinate her goals and those of the Library's with staff evaluations to be performed in 12/15 and 1/16.

Action Items

On a motion by Ms. Codina and seconded by Ms. Blackburn, the Board voted unanimously to approve the Auditor's Annual Financial Report for 2014.

On a motion by Ms. Codina and seconded by Ms. Blackburn, the Board voted unanimously to approve the revised Policy of Attendance and Time Off: c. Death in the Family.

On a motion by Mr. Sone and seconded by Ms. Blackburn, the Board voted unanimously to table a vote on the preparation of quarterly investment reports.

On a motion by Ms. Blackburn and seconded by Ms. Codina, the Board voted unanimously to approve the purchase of new furniture as detailed in the Director's Report.

On a motion by Ms. Codina and seconded by Ms. Blackburn, the Board voted unanimously to approve the extant Records Management Policy.

On a motion by Ms. Blackburn and seconded by Ms. Codina, the Board voted unanimously to approve the Minutes of March, 2015.

On a motion by Ms. Codina and seconded by Ms. Blackburn, the Board voted unanimously to approve the Financial Reports of March 2015.

With unanimous approval of a motion by Mr. Sone, seconded by Ms. Blackburn, the meeting adjourned at 9:37 a.m.