

**Dripping Springs Community Library District**  
December 21, 2016

Present: Missy Atwood, Sue Blackburn, Melva Codina, Dwight Oglesby, Barbara Davidson, and Marcia Atilano

8:45 a.m. – Call to Order

**Public Comments**

There were no public comments.

**Reports/Discussion Items**

- Marcia Atilano presented highlights of the December Library Director's Report. She reported that DSCL has hired Emilee Loth as an additional Library Clerk - Circulation; she has had two promising interviews for the position of Library Assistant - Adult/Young Adult Services; and she has nearly completed the job description for the new MLS position to be filled in 2017. One highlight of December programming was the Readers Theater production of Dickens' *A Christmas Carol*.
- The Board entertained the third and final reading of a revision to DSCL Financial Policy changing the threshold from \$250 to \$3500 for the requirement of a second signature (on a check) or notification to a Board representative (for online payments).
- Missy Atwood announced that Bob Richardson has indicated his willingness to serve as Trustee of the Dripping Springs Community Library District in the place to be vacated by Barbara Davidson. A gift of personalized bookends was presented to Ms. Davidson in recognition of her four years of service.
- The proposed budget for 2017 was discussed, and Ms. Atilano noted that the only change from the proposal presented last month is that the funds designated for Paychex payroll services have been moved to salary for contract employee positions.
- Ms. Atilano stated that she has found free personnel management resources that will satisfactorily meet our needs. Alex Marquez, Tech Services, is researching options for a time clock system. Sue Blackburn stated that as we develop plans for a new library, we must be very attentive to risk management and required safety signage for employees.
- Ms. Atilano called the Board's attention to the proposed holiday closings for 2017.
- Missy Atwood presented an update on the City's plans for developing a Town Center and the creation of the TIRZ district. She attended the first meeting of the TIRZ Board at which the Board's by-laws were approved. Support has been expressed for the TIRZ by Hays County. The next step will be the creation of an Interlocal Agreement among the City, DSISD, and DSCL. In the meantime, Victoria Corcoran and Julia Smith will begin their next round of interviews in January.

- At 9:45 the Board entered into Executive Session for the purpose of discussing staff evaluations and salary proposals.
- At 11:00 the Board returned to Regular Session.

### **Action Items**

- On a motion by Dwight Oglesby, seconded by Ms. Blackburn, the Board voted unanimously to approve the minutes for the November 2016 meeting
- On a motion by Ms. Blackburn, seconded by Mr. Oglesby, the Board voted unanimously to approve the financial reports for November 2016.
- On a motion by Ms. Blackburn, seconded by Melva Codina, the Board voted unanimously to amend the Financial Policy as proposed, changing the threshold from \$250 to \$3500 for the requirement of a second signature (on a check) or notification to a Board representative (for online payments).
- On a motion by Ms. Codina, seconded by Ms. Blackburn, the Board voted unanimously to approve the proposed 2017 DSCL Budget.
- On a motion by Ms. Codina, seconded by Ms. Blackburn, the Board voted unanimously to approve the proposed 2017 holiday closings.
- On a motion by Ms. Blackburn, seconded by Ms. Codina, the Board voted unanimously to approve the employee status and compensation for 2017.

The meeting went into Recess at 11:20 for the sole purpose of approving the appointment of Bob Richardson as Trustee at a later time this afternoon.