

Dripping Springs Community Library District
February 17, 2016 Meeting Minutes

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

8:30 a.m. – Call to Order

Public Comments

There were no public comments.

Reports/Discussion Items

- The Board welcomed new member Dwight Oglesby. He will be sworn in at the next meeting.
- Marcia Atilano presented highlights of and additions to the Librarian's Reports for January and February. The Board of the Friends of the Library met last night and reported that they had raised \$15,000, most of which will be used in DSCL's summer programming. One featured guest will be the actor Duffy Hudson, famed for his impersonations of literary and historical personalities such as Edgar Allan Poe and Albert Einstein. We are now subscribed to Overdrive Advantage, which allows our members exclusive access to titles we have purchased, in addition to our Consortium subscription through which we share access to a large collection with other libraries. Ms. Atilano also informed us that Russell Simpson is beginning the work this week to alleviate the drainage problems.
- The Board discussed a proposed change to the TexShare Policy to extend the length of a member's access from 6 months to one year. We will have a third reading of this recommendation at next month's meeting.
- Ms. Atilano presented a recommended change in the title and job description of the Library Clerk—Office Services position currently held by Pat Galvin. Ms. Atilano and Ms. Galvin worked together to outline a realistic description of the duties and responsibilities, emphasizing the organizational skills required. They suggest that the title be changed to Business Operations & Volunteer Coordinator.
- The Board discussed DSCL current financial policies and recommendations brought forward by Melva Codina, Treasurer, and Ms. Atilano.

Ms. Codina suggested that we should be more aware of the need to provide brief written justification in support of non-competitive solutions estimated over \$500, as required by Section 4.2.5 of Procurement Procedures (Procurement Practices). She also suggests that we replace *mitigating* for *militating* from the first sentence of that paragraph.

Under the heading *Cash Register Management Policy* (p.48-49) a suggestion was made to change the wording of the schedule for reporting from *each day she or he is scheduled*

to work to at least once a week. Accordingly, it is also suggested that the name of the reporting form be changed from Daily Cash Register Report to Cash Register Report.

It was recommended that we change the single sentence of *Operating Fund Reserves Policy* (p. 49) with the insertion of the words *at least* after *Funds the equivalent of*.

Under the heading *SUB-ACCOUNTS POLICY WITHIN TEXPOOL* (p. 50) there is a suggestion to remove the words *Four Month* from the 3rd example account, changing its designation to *Operating Fund Reserves*.

There is a recommendation to change Section 6.0 (P. 54) to the following:

The Library's Investment Officer will attend training as required by the Public Fund Investment Act. All Investment Officers will:

6.0.1 Attend one training session as defined by the Act within six months after taking office or assuming duties and

6.0.2 Attend investment training annually,

- Ms. Codina reported that there are changes in Texas Law regarding requirements for Form 1295, *Certificate of Interested Parties*, to be filed with the Texas Ethics Commission. She will investigate further these new requirements and the process of implementation.
- Missy Atwood, Board President, and Ms. Atilano gave updates on the Library's expansion planning. We are currently moving forward toward submitting a Request for Proposal to potential candidates for the role of Feasibility Study Consultant. Ms. Atilano provided background information to Chris Marcum, who is putting together the language for the RFP. Our goal is to submit the RFP by the end of February.

Scott Daves will give us an estimate of the current property value. The Board discussed possible options for a new site.

Executive Session

- The Board entered into Executive Session at 9:50 to discuss the annual employment reviews of the Library Director.
- At 10:20 the Board returned to Open Session.

Action Items

- Mr. Oglesby abstained from all votes today; this was his first opportunity to meet with the Board.
- On a motion by Ms. Codina, seconded by Sue Blackburn, the Board voted unanimously to approve the minutes for the December 2015 meeting.

- On a motion by Ms. Codina, seconded by Ms. Blackburn, the Board voted unanimously to approve the financial reports for December 2015.
- On a motion by Ms. Codina, seconded by Ms. Blackburn, the Board voted unanimously to approve the financial reports for January 2016.
- On a motion by Ms. Codina, seconded by Ms. Blackburn, the Board voted unanimously to table a vote on the approval of a six month timeline for the building project.
- On a motion by Ms. Codina, seconded by Ms. Blackburn, the Board voted unanimously to approve the revised job description and title of Business Operations & Volunteer Coordinator.
- On a motion by Ms. Codina, seconded by Ms. Blackburn, the Board voted unanimously to table a vote on the amendments to the Financial and Investment Policies, pending required official readings.
- No action was taken on the listed item of approving actions related to library expansion.

The meeting adjourned at 10:30.