

**Dripping Springs Community Library District**  
October 19, 2016 Meeting Minutes

Present: Missy Atwood, Sue Blackburn, Barbara Davidson, and Marcia Atilano

8:42 a.m. – Call to Order

**Public Comments**

There were no public comments.

**Reports/Discussion Items**

- Marcia Atilano presented highlights of the Librarian's Reports for October, including updates on the new website tab for Spanish language resources and the Library's participation in the DS Job Fair, where access to related online resources for job seekers was demonstrated. She also noted that we will need to consider a change to Personnel policy to comply with the new Federal overtime rules that affects hourly and salaried employees.
- Ms. Atilano presented an update on our development of an Employee Tuition Assistance policy. Currently our policy manual states only that *tuition fee reimbursement benefits are granted to employees in accordance with the professional development plans approved during the annual budget adoption*. Board members suggested that applicants for tuition reimbursement must first be recommended to the Board by the Library Director for review. A review of the candidate will include the expectation of academic success and continued employment with DSCL. Specific requirements of grade average and length of service should be determined in advance.
- The Board entertained the initial 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 and Ms. Atilano gave an update on library expansion planning. Victoria Corcoran and Julia Smith, consultants, have begun the initial interview stage with community leaders, and Ms. Atwood is emailing others who have been identified as candidates for additional interviews. The Library is deliberately moving slowly on this stage of the process while the City of Dripping Springs is making a decision on an application for TIRZ funding for a Town Center project. Although there appears to be growing momentum in Hays County and DS leadership for this proposal, the Library is investigating possible donation of land from developers as a back-up plan. Financial contributions to the Library expansion fund are already being donated.
- Board members discussed options for trustee appointment.
- Ms. Atilano presented the initial draft for the 2017 budget. There is a recommendation to add an additional professional position and an across the board 2% salary increase. Members also suggested that Ms. Atilano consider increasing the funds for Marketing as

we move into this period of a capital campaign. At the November Board meeting we will receive the updated Third Quarter projection from MuniServices.

**Action Items**

- On a motion by Sue Blackburn, seconded by Barbara Davidson, the Board voted unanimously to approve the minutes as amended for the September 2016 meeting.
- On a motion by Ms. Blackburn, seconded by Ms. Davidson, the Board voted unanimously to approve the financial reports for September 2016.
- On a motion by Ms. Blackburn, seconded by Ms. Davidson, the Board voted unanimously to approve Tammy Mierow's professional development plan and her application for tuition payment reimbursement for a graduate library course in the 2017 Spring semester.
- No motions were made regarding the Library expansion.

The meeting adjourned at 11:10.