

**Dripping Springs Community Library District**  
March 24, 2016 Meeting Minutes

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

8:32 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 March. After the cancellation by the leader of the scheduled “Espanol is Fun” story times, Ms. Atilano spoke with Elizabeth Glidden about the possibility of leading Spanish story times during the summer.

Missy Atwood thanked Ms. Atilano for her tremendous effort in preparing and sending the proposal for the expansion feasibility study to four consultants. Responses are due by April 11 and will be available to Board members on Google Drive.

As a follow-up to the report of DSCL’s National Pi Day teen program, the Board suggested that next year we reach out to the Middle School Algebra I teacher to offer the library activity as one of her options given to students as part of her Pi Day assignment.

Ms. Atilano reported that Marie Kimbrough, Children’s Librarian, has made a big effort to organize and promote the youth chess club. There was good attendance at the first meeting and the students enjoyed playing, but the program is still in need of an instructor.

Ms. Atilano asked the Board to consider changing the DSCL policy of library closures so that the library will be closed (as a staff paid holiday) on the Friday before or Monday following any holiday that occurs on a weekend. Members of the Board stated their opinion that this would not be necessary in every situation, e.g. a New Year’s Day falling on a Sunday should not require a Monday holiday. Next month we will decide the closures for the remainder of 2016, and the schedule for subsequent years will be determined each December.

- The Board continued its discussion of the DSCL expansion plans. As Ms. Atilano reported, the feasibility RFPs have been submitted to four consultants and their questions have been answered. With input from Chris Marcum, the timetable has been adjusted, and Ms. Atilano continues to work on the Donor List and the development of talking points. She will bring a strategy plan to next month’s meeting. Ms. Atwood reported on the possibility of a building site near the downtown area, but the Board agreed that we should continue our pursuit of additional possible locations. Sue Blackburn will contact realtor Scott Daves to ask for a specific valuation of our current property.

- The Board gave the proposed TexShare Card policy change a third and final reading. Members are eligible to receive the card after three months of membership, and the change would extend the life of the card from 6 months to one year.
- Ms. Atilano presented a sample Form 1295, Certificate of Interested Parties, a Texas Ethics Commission form to give to vendors for completion when they contract for goods/services with the Library. Ms. Atwood stated that although the form is required, it may be omitted if the Board delegates authority to the Director (via Board minutes) to enter into contracts. She will research the wording of this option. Barbara Davidson asked if Central Texas Library System belongs to a consortium of approved vendors that would not require each individual library to secure 1295 Forms.
- Melva Codina , Treasurer, raised the question of how many authorized signatories we should have on our CDs. Currently we have authorized only the Director, President, and Treasurer. She suggests we bring this question to a vote at our next meeting.

### **Executive Session**

- The Board entered into Executive Session at 9:30 to present to Ms. Atilano her annual employment review as Library Director.
- At 9:32 the Board returned to Open Session.

### **Action Items**

- Dwight Oglesby will not be sworn in today, as there is not a Notary Public present. Ms. Atilano will make arrangements for him to take the oath before a Notary prior to our next meeting.
- On a motion by Ms. Codina, seconded by Sue Blackburn, the Board voted unanimously to approve the minutes for the March 2016 meeting.
- On a motion by Ms. Davidson, seconded by Ms. Codina, the Board voted unanimously to approve the financial reports for March 2016.
- There were no actions to approve related to library expansion.
- On a motion by Ms. Blackburn, seconded by Ms. Codina, the Board voted unanimously to amend the policy on members' TexShare cards to extend the validity of the card from six months to one year.
- On a motion by Ms. Codina, seconded by Ms. Blackburn, the Board voted unanimously to table a vote on any potential actions regarding Texas Ethics Commission requirement for filing a Certificate of Interested Parties with vendors.

The meeting adjourned at 9:40.