

**Dripping Springs Community Library District**  
May 25, 2016 Meeting Minutes

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

8:38 a.m. – Call to Order

**Public Comments**

There were no public comments.

**Reports/Discussion Items**

- Kayla Wallace, DSCL auditor, presented her findings from the annual audit. She stated that the accounts were clean, requiring only minor adjustments. In QuickBooks, Marcia Atilano discovered that some of the accounts had been incorrectly assigned to categories at the time of the most recent QuickBooks update. DSCL paperwork and phone conferences with QuickBooks confirmed that these inaccurate categorizations occurred at the time of the update because of a glitch in the software. We have asked Ms. Wallace to provide a written explanation of this situation in her summary letter attached to the audit report.

At Ms. Wallace's suggestion we discussed the option of designating some of our cash as "Restricted Funds," e.g. funds earmarked for the future facility, an action that might provide some clarity, but is not required for the accuracy of the financial records. The Board would still have the power to reassign funds marked as Restricted. Sue Blackburn stated her preference to keep the current funds unrestricted and thus, more fluid. The consensus of Board members was that we keep the current funds for expansion unrestricted until we begin receiving specific donations toward the construction of a new facility.

- Ms. Atilano presented highlights of the Librarian's Reports for May, including updates on summer programming, donations for use in summer incentives and prizes, and additions to the TexShare online resources.
- Missy Atwood presented a written policy and process to assure DSCL's compliance with Texas House Bill 1295, by which vendors who enter into contracts with governmental entities (including library districts) are required to file a disclosure of interested parties. This process will only apply to contracts with a value in excess of \$3000, requiring a vote of the Board of Trustees. Contracts with a value between \$500 and \$3000 may be entered into by the Library Director with notice to the Board of Trustees and an opportunity for discussion, in which case a Form 1295 is not required with the Vendor. Contracts with a value below \$500 may be entered into by the Library Director consistent with the approved annual budget, in which case a Form 1295 is not required. The Board discussed this proposed change to Financial Policy in the first of three required readings.

- The Board continued its discussion of the Library's expansion. Alex Marquez, DSCL Technical Services Director, is exploring software options for making the best use of our donor/patron database. Members discussed the possibility of approaching the City and DSISD with a formal state of our interest in a joint development project and our desire to participate in future discussions. It is important that DSCL is allowed to have architectural control over the library facility and input into the strategic planning for the joint project. Melva Codina recommended that we submit a letter stating our position. Ms. Atilano will draft a letter for the Board's approval.
- The Board, in a third reading, discussed the proposed change to the DSCL holiday schedule, stating that the Board will review the list of paid holidays each December to determine if any changes should be made for the next fiscal year.
- Board members discussed Ms. Atilano's recommendation that DSCL become a member of the American Library Association/Public Library Association. Membership would secure access to many beneficial resources and would also support the ALA in its mission of strengthening libraries across the country. Our annual dues to ALA and to PLA would be a total of \$602.00.

### **Action Items**

- On a motion by Ms. Codina, seconded by Sue Blackburn, the Board voted unanimously to approve the Audit for 2015.
- On a motion by Dwight Oglesby, seconded by Ms. Blackburn, the Board voted unanimously to approve the minutes as corrected for the April 2016 meeting.
- On a motion by Ms. Codina, seconded by Ms. Blackburn, the Board voted unanimously to approve the financial reports for April 2016.
- On a motion by Ms. Blackburn, seconded by Mr. Oglesby, the Board voted unanimously to approve the selection of Corcoran and Co as consultant for the DSCL expansion feasibility study.
- On a motion by Ms. Codina, seconded by Mr. Oglesby, the Board voted unanimously to approve the proposed changes to the holiday policy.
- On a motion by Ms. Blackburn, seconded by Ms. Codina, the Board voted unanimously to approve membership in American Library Association/Public Library Association.

The meeting adjourned at 10:05.