

Dripping Springs Community Library District

Jan. 16. 2019

Present: Missy Atwood, Marcia Atilano, Melva Codina, Bob Richardson, Yvonne Schick, and Derek Smith

8:36 A.M. CT-- CALL TO ORDER

Public Comments

There were no public comments.

Reports/Discussion Items

Mr. Derek Smith took the Oath of Office as a Trustee of the DSCL and signed the necessary documents to be officially named.

Librarian' Report—Ms. Atilano presented her report to the Board. Additional points of interest were the digitalization of the Library's Dripping Springs historical collection; the decrease in the cost of our security system—Protection One; and the Inventory in February, which will take 3 days to complete.

Public Funds Investment Information: The Library's Quarterly Report was passed around to the Trustees. Our Bank Account at Pioneer Bank is fast approaching the \$1 million Pledged securities limit. Part of our monies—Reserves Fund—could be moved to Tex-Pool, as we already have an account with them. Tex-Pool is compliant with Texas Public Finance Laws, as it is a state entity.

TIRZ Board Update—Mr. Richardson presented an update of the meeting. The Economic Advisor of the TIRZ reported that the tax base was still small and could not support all the required revenue that the Town Center would need. He reported the TIRZ board will be re-evaluating options to decrease or delay costs or possibly building in phases. A workshop on this phasing will be held on Jan. 25 from 2 – 4 PM at City Hall. The Library can continue its building plan as agreed to with the School District.

Missy Atwood advised the Board that after KXAN -TV video-taped the previous Board meeting the reporter has reached out to request further information related to Atwood's role on the TIRZ Board as the Library's representative. She will keep the Board apprised regarding further information.

Jeff Blomster of Ameriflex presented information regarding n HRA for Library employees. The HRA is funded by the Employer and a debit card is issued to each employee to help pay for certain medical expenses. The card is processed and coordinated by MasterCard. The Employer sets up all parameters for the program, which can be utilized by the Employee's family as well. Library expenses will be minimal--\$250 to set up; \$175 annual fee after first year; \$75 monthly charge. The Board asked Mr. Blomster to furnish references as to research this further. Mr. Smith and Ms. Schick will be available to help with this research and will make a recommendation to the Board regarding the program at a future meeting. Mr. Smith also suggested an HR training course that an HR person could take.

Mr. Richardson reported that PGAL has been chosen as the architectural firm to begin work on plans for a new Library building. A contract has not been extended yet nor have fees been discussed. This will be postponed until further information regarding the TIRZ Revised Master Plan is made available.

U.S. Dept. of Agriculture's Rural Development Agency's Grant/Loan program. This program has several steps in scheduling and processing. Former Board member, Chris Marcum, has agreed to review our documents to ensure compliance. To begin this process, the Library must clear up some naming inconsistencies in the Library's organizational documents presented to the Texas Secretary of State Office. Missy Atwood and Ms. Atilano will work on this.

Tex-Pool needs a resolution of show that the Board approves the movement of monies from Pioneer Bank to one of our Tex-Pool accounts

Pioneer Bank has asked that we clarify who the Board members are and who is able to sign checks and receive information regarding Library CDs and Library accounts. Members also need to sign the Bank's membership documents.

Executive Session – The Board entered executive session at 10:27 am CT and came back to its public session at 10:39 am CT.

Actions Items

As per Board policy, Board positions were voted upon:

- On a motion by Ms. Codina and seconded by Mr. Richardson, Missy Atwood was unanimously voted as President of the Board.
- On a motion by Ms. Schick and seconded by Ms. Codina, Bob Richardson was unanimously voted as the Vice-President of the Board.
- On a motion by Ms. Codina and seconded by Mr. Richardson, Yvonne Schick was unanimously voted as the Treasurer of the Board.
- On a motion by Mr. Richardson and seconded by Ms. Schick, Melva Codina was unanimously voted as the Secretary of the Board.

Resolution: For the purposes of facilitating our banking activities with Pioneer Bank and Tex-Pool, the Board of Trustees of the Dripping Springs Library District resolves as follows:

The following persons are authorized to sign checks or electronically transfer and manage funds for all DSCL accounts for all DSCL accounts at Pioneer Bank:

Missy Atwood, President; Bob Richardson, Vice-President; Melva Codina, Secretary; Yvonne Schick, Treasurer; Derek Smith, Trustee; and Marcia Atilano, Library Director.

The following persons are authorized to sign checks or electronically transfer and manage funds for all DSCL accounts with Tex-Pool:

Missy Atwood, President; Bob Richardson, Vice-President; Melva Codina, Secretary; Yvonne Schick, Treasurer; Derek Smith, Trustee; and Marcia Atilano, Library Director.

The following persons are authorized to receive and access information concerning the banking relationship and all DSCL funds on deposit with Pioneer Bank:

Missy Atwood, President; Bob Richardson, Vice-President; Melva Codina, Secretary; Yvonne Schick, Treasurer; Derek Smith, Trustee; and Marcia Atilano, Library Director.

The following persons are authorized to receive and access information concerning the banking relationship and all DSCL funds on deposit with TexPool:

Missy Atwood, President; Bob Richardson, Vice-President; Melva Codina, Secretary; Yvonne Schick, Treasurer; Derek Smith, Trustee; and Marcia Atilano, Library Director.

On a motion by Mr. Richardson and seconded by Ms. Codina, the above resolution passed unanimously.

On a motion by Mr. Richardson and seconded by Ms. Schick, the Board voted unanimously to accept the minutes for the December 19, 2018 board meeting.

Mr. Smith had to leave the Board meeting at this time, but a quorum still is present.

On a motion by Ms. Codina and seconded by Mr. Richardson, the Board voted unanimously to accept the financial report for December 2018.

On a motion by Ms. Codina and seconded by Mr. Richardson, the Board voted unanimously to approve that Reserve fund be moved from the Pioneer Bank account to a Tex-Pool account and leaving \$100.00 in the Pioneer Bank Reserve fund. This action will not take place until the Resolution regarding this move is officially passed next month.

On a motion by Ms. Schick and seconded by Ms. Codina, the Board voted unanimously to adjourn at 11:03 a.m. CT

Melva Codina
Secretary