

Dripping Springs Community Library District
March 20, 2013 Meeting Minutes

Present: Missy Atwood, Melva Codina, Barbara Davidson, John Sone, Sue Blackburn, Cara Russell

8:32 a.m. – Call to Order

Public Comments

- None

Reports/Discussion Items

- Morgan Marion, Library Assistant – Technical Services, presented a technology update with the Board, including a Library network map of all tech hardware, a statistical review of tech usage and service provided, and a description of Indie Flix, a video streaming service now available through the DSCL website. He reviewed the technology assessment sponsored by TSLAC and stated that we had already implemented many of the recommended best practices for libraries. He presented a list of recommendations for consideration, including the following: a regular schedule for software updates; use of an outside IT consulting service; remote administration of on-site support; increased internet connection speed from 6mb to 11mb at some future date when deemed necessary; an additional UPS for the second server; the use of an event management software such as Google Drive Form 3; and the use of QR codes for book award lists. He also described the *Bookletters* database which will soon be accessible through our website.
- The Board accepted the Librarian’s report. The review of Library usage statistics indicates that the increase in Friday hours continues to be a positive factor. Cara reported on the Friends of the Library Founders’ Day plans and asked Trustees to consider helping out in the Friends’ booth. The Friends have also agreed to purchase gift cards for the staff at Christmas. Cara asked for volunteers to be contacts for the Library’s security company. The contacts will be as follows: 1st – Russell; 2nd—Blackburn; 3rd—Codina.
- Discussion of using Paychex.com service to provide salary check preparation, reporting, and filing. The cost will be \$2080 per year, to be paid out of the Professional Services line in the Budget. Approval of this service will be added to the April agenda.
- Discussion of future facility account. Melva Codina suggested the establishment of a Money Market account at Pioneer Bank to facilitate easy transfer of surplus funds from other accounts.
- Missy Atwood presented the third and final reading of the amended bylaws concerning Election and Installation Procedures.
- The second reading of the amended policy regarding the Sunshine Fund led to an additional amendment. The second sentence should be corrected as follows: “The fund is comprised of donations made for services such as exam proctoring and notarizing.”
- Four cleaning company bids were presented and discussed. Cara recommends an agreement with Verde at a cost of \$985 per month for 5 days of cleaning per week.

Executive Session 9:00 – 9:50 a.m.

- Review of Annual Evaluation of Cara Russell, Library Director

Action Items

- On a motion by Codina, seconded by Sone, there was unanimous approval of the financial reports for February 2013.
- On a motion by Codina, seconded by Sone, there was unanimous approval of the February 2013 minutes.
- On a motion by Codina, seconded by Sone, there was unanimous approval to authorize Sue Blackburn and Barbara Davidson to conduct financial business on behalf of the Dripping Springs Community Library District.
- On a motion by Davidson, seconded by Sone, there was unanimous approval to establish a Money Market account at Pioneer Bank for future facility funds.
- On a motion by Codina, seconded by Sone, there was unanimous approval to contract Kayla Wallace as auditor for the Library District, with service to begin in May 2013.
- On a motion by Davidson, seconded by Codina, there was unanimous approval to contract with Verde as a cleaning service for the Library.
- On a motion by Sone, seconded by Codina, there was unanimous approval of the employment status and compensation of Cara Russell, Library Director.

Meeting adjourned at 10:32 a.m.