

**Dripping Springs Community Library District**  
**March 21, 2018**

**Present:** Missy Atwood, Marcia Atilano, Melva Codina, and Bob Richardson

**Present at 9:33 AM:** Dwight Oglesby

8:33 AM call to order.

**Public Comments**

There were no public comments.

**Reports/Discussion Items**

Librarian's report – Marcia Atilano presented the Librarian's report to the Board. Ms. Atilano reported The Guys Read Gals Read program will not be moving forward and an effort will be made to reach out to the school district for guidelines when recommending a future partnership program. The annual audit is currently in progress.

Weeding the Library's collection – Ms. Atilano has located several oversized items that can be taken out of circulation based on the Library's weeding guidelines. The space will be utilized for the expansion of graphic novels. Missy Atwood asked that consideration be given to storing the oversized item or any items that are weeded for possible reintroduction when space is available. Ms Atilano will investigate and present at next month's meeting.

Trinity Library Resources meeting – TLR toured the Library with Ms. Atilano and will provide a report with recommendations to utilize the current space more efficiently. The report will be done free of charge costing only if the Library chooses to move forward with the recommendations in the report. The cost will be related to the purchase of furniture & equipment. The space planning report will be at the next board meeting.

Treasurer's report – A certificate of deposit (CD) at Pioneer Bank expired recently & Melva Codina recommended keeping the CD in place. Ms. Codina and Ms. Atilano recommended the investment quarterly report continue to be drafted each quarter, held as an internal document, and presented to the Board each quarter. Also, Ms. Atilano would like the authority to change the reporting line item descriptions in the presentation of the proposed capital improvement budget.

Letter to authorities regarding Library security – Ms. Atilano presented a draft letter addressed to local law enforcement authorities to inform them of the Library's efforts regarding emergency and safety management. Ms. Atwood suggested tabling the approval of the letter and the addressees until the next board meeting.

TIRZ Board & Library expansion updates – Ms. Atwood reported on the status of the feasibility study and the next stage of the study.

Executive session – the Board entered into executive session at 9:35 AM.

Returning from executive session at 10:30 AM the Board took action on the following items:

**Actions Items**

On a motion by Bob Richardson and seconded by Dwight Oglesby, the Board voted unanimously to approve the invitation to Yvonne Schick to accept the open Board position vacated by the passing of Sue Blackburn.

On a motion by Ms. Codina and seconded by Mr. Oglesby, the Board voted unanimously to accept the minutes for the February 7, 2018 board meeting.

On a motion by Ms. Codina and seconded by Mr. Richardson, the Board voted unanimously to accept the minutes for the February 21, 2018 board meeting.

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

On a motion by Ms. Codina and seconded by Mr. Richardson, the Board voted unanimously to accept the recommendation to keep the Pioneer Bank CD in place.

On a motion by Mr. Richardson and seconded by Ms. Codina, the Board voted and approved to present the quarterly investment report as an internal document to the Board in the board packet quarterly.

On a motion by Ms. Codina and seconded by Mr. Richardson, the Board voted unanimously to approve the change in the 2018 budget from "Capital Improvement Fund" line to read "Capital Improvement Funds Into."

On a motion by Ms. Codina and seconded by Mr. Richardson, the Board voted unanimously to approve the addition of the line titled "Funds from the Operating Account" to the proposed Capital Improvement budget.

On a motion by Mr. Oglesby and seconded by Ms. Codina, the Board voted unanimously to approve delegating the authority to Library Director to make adjustments to the line item designations in the proposed Capital Improvement Budget.

The approval of the draft Security letter and appropriate recipients is to be carried to the April Board meeting.

On a motion by Mr. Richardson and seconded by Mr. Oglesby, the Board voted unanimously and approved entering into the second interlocal agreement regarding the TIRZ Town Center project.

On a motion by Mr. Richardson and seconded by Mr. Oglesby, the Board voted unanimously to approve the receipt of the appraisal report for the Library property.

Adjourned 10:45 AM

*Melva Codina*