

**Dripping Springs Community Library District**  
March 25, 2015 Meeting Minutes

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

8:35 a.m. – Call to Order

**Reports/Discussion Items**

- Marcia Atilano presented the Librarian's Report. She reported the enthusiastic response to the initial Celebration of Stories quarterly event, with storytellers Lisa Baker and Bill Paige. Thirteen DS Rotary Club members attended a lunch hour session to learn about the free resources available through the TexShare databases. We are now keeping a count of attendance at technical training sessions to satisfy a statistical question in the annual Texas State Library and Archives report. Ms. Atilano also reported success in securing complimentary passes to several area entertainments to be used as drawings and rewards in the summer reading program. Matt Lippi, a DSHS student is completing his work on the Children's Patio as part of his Eagle Scout project.
- Kayla Wallace, the Library District's auditor, has gone over the financial records and will present her report for FY 2014 at next month's meeting.
- Ms. Atilano presented new options for consideration in the question of providing healthcare benefits for DSCLD employees. She spoke with Cassandra at the Benefits Association for the Self-Employed (BASE) about the idea of giving employees a lump sum to be used for health care. Cassandra explained that this would not meet the legal requirements since we would be unable to track the use of the money. However, BASE could administer a cafeteria plan for \$58 per month plus set-up fees. PAYCHEX, the company that handles our employee salaries and related taxes, could also be a broker for a health benefits plan. Missy Atwood stated her view that because of the participation requirements we are still too small to reasonably offer a healthcare plan. When we do reach the point of practically providing some sort of health reimbursement account plan, we should use BASE, PAYCHEX, or some other 3<sup>rd</sup> party administrator rather than asking the Library Director to add this to her responsibilities. If we administered such a program in-house, we would be required to adhere to HIPA-like requirements.
- The Board discussed John Sone's preparation of the Budget Overview to be included on the DSCL Web page. All agreed that it was quite satisfactory and expressed thanks to Mr. Sone for his efforts in bringing us into compliance with the Texas Comptroller's guidelines for transparency.
- There followed a discussion of advance planning for a future capital campaign for facility expansion. Chris Marcum, a former library volunteer and professional grant writer, has already stated that she is willing to help with the fund-raising, as she did in the initial capital campaign. We need to have a recent (within 2 years) Letter of Determination from the IRS affirming our non-profit status. Ms. Atilano has contacted the IRS, and we should receive the letter within two weeks. Ms. Atwood also stated that two former Library

District Board members, Loretta Nesbitt and Nora Fitzgerald, are willing to get involved in the campaign. Next month we will look at the Long Range Plan in regard to the facilities expansion. It was suggested that we also look at the Canyon Lakes Library for inspiration and to observe their system of sponsorship throughout the facility.

- The Board reviewed the proposed changes to the policy (as submitted in the Board packet) for Attendance and Time Off: c) death in the family. For our final reading and vote at the next meeting, we have deleted the third paragraph and amended the first and second paragraphs as follows:

*An employee who wishes to take time off due to the death of a family member should notify his/her supervisor immediately (by the next day after having received the news). Employees are eligible for up to three days of paid leave for the death of a family member (spouse, domestic partner, child, step-child, parent and step-parent, step and grandparent, grandchild, spouse's grandparent, in-laws, sibling, aunt, uncle). To be eligible, the employee must attend the funeral or memorial service (if any) of the deceased. An employee may, with the supervisor's approval, use their available vacation for additional time off as necessary.*

*Employees are also eligible for up to four hours to attend the funeral or memorial service of a fellow employee or retiree of the Library.*

- Because of family illness, Ms. Atwood has not yet been able to visit with Bobbi Hentschel, Friends organization president, about the use of a portion of the Friends' donation to cover our fee for participation in the Association of Community Library Districts. Ms. Atwood and Sue Blackburn plan to visit with Ms. Hentschel in the near future. After that visit we will not need to take an additional vote on our participation, but should follow up with a statement of the source of the funding.
- The Board discussed the addition of a quarterly investment report for October-November 2014. A report of our invested funds is included in each month's financial reports. Ms. Atwood stated that since we already exceed the requirement to *report four times per year*, she sees no need to prepare this additional report.
- The Board readdressed the question of the appropriateness of preparing a resolution regarding the proposed concrete batch plant on Bell Springs Rd. Ms. Atwood stated that regardless of our personal opinions, she does not see a compelling reason for the library to get involved in the issue; it doesn't directly affect the environment around the library facility and it would be a funding source. She also reported that libel suits have been filed by the owners against some of the opponents. Melva Codina concurred with Ms. Atwood's reasoning. The Texas Commission on Environmental Quality is already aware (through City and ISD resolutions and multiple community meetings) of the strong opposition within the community.

### **Action Items**

- On a motion by Ms. Codina, seconded by Sue Blackburn, the Board voted unanimously to approve the minutes for the February 2015 meeting.

- On a motion by Ms. Blackburn, seconded by Ms. Codina, the Board voted unanimously to table a vote on the preparation of quarterly investment reports.
- On a motion by Barbara Davidson, seconded by Ms. Blackburn, the Board voted unanimously to approve the financial reports for February 2015.
- On a motion by Ms. Codina, seconded by Ms. Blackburn, the Board voted to table a vote on a possible resolution regarding the concrete batch plant.
- With unanimous approval of a motion by Ms. Blackburn, seconded by Ms. Codina, the meeting was adjourned at 10:09.