

## **Dripping Springs Community Library District**

April 19, 2017

Present: Missy Atwood, Melva Codina, Dwight Oglesby, Marcia Atilano, Bob Richardson

Absent: Sue Blackburn

8:37 a.m. call to order

### **Public Comments**

There were no public comments

### **Reports/Discussion Items**

- IT Report: Alex Marquez presented a demonstration of current activities and future plans for information technology (IT) at the library. The Library website summer events will be easier to access and easier to read the activities calendar and registration page. Ms. Atwood suggested having the summer program information available at an earlier date next year. There has been some discussion to host the website in-house with the hopes of faster customization, cleaner presentation and a more contemporary appearance. There has been significant improvement in Wi-Fi speed since switching to a new vendor. Customer service and support has improved as well as down/up loading. Wi-Fi stats have continued to gradually increase over time. There was overall enthusiasm for the upcoming changes and agreement that more user friendly/ease of access improvements to the website would be a welcome change. Ms. Atilano stressed the importance of assisting the cardholders with IT issues and thanked Alex for his exemplary efforts.
- Treasurer Report: Ms. Codina presented a history of the Library's banking practices and the current quarterly report for the first quarter of 2017. Ms. Codina recognized the risk of having all cash deposits in one bank and will research options to correct. A proposal was made to add Ms. Atilano to the bank's records to access information on the Library's CDs. A review of the Library's investment policy was given to assist with possible action to take with regards to the cash deposits.
- Audit Report: Kayla Wallace presented the Board with an overview of the audit report for 2016. The audit was clean and compliant with GAAP. There was an increase in net assets and sales tax. Expenses increased but not as much as income. Capital Assets invested in were Book Collections and Furniture and Equipment. The Notes for 2016 are comparable to 2015, but the Board may want to consider increasing the limit of capitalizing assets from \$500 to \$1,000. A new category for the assigned fund balance of \$42,000 for Future Facility Fund was created and requires approval from the board or Ms. Atilano can be given the authority to redirect funds as necessary. Ms. Wallace directed attention to Note C on page 13 stating the \$194,000 in cash deposits

that are not covered by FDIC insurance or pledge securities from the bank. Audit completion was smooth, no uncorrected statements, and no disagreements with management. Ms. Wallace commended Ms. Atilano for a job well done on the 2016 record keeping.

- Librarian's Report: Ms. Atilano presented an overview of the Young Adult program and reviewed the library statistics for the past month. Ms. Atilano also clarified that the summer programming is for children, teens, and adults alike. Neighborhood contacts will be sending out social media/newsletter information about the library and upcoming events. Ms. Atilano concluded with an update on the legislative bills that have a potential effect on library business and the receipt of the 2016 annual report.
- Planning/Expansion Discussion/Update: Ms. Atwood reported the TIRZ Board has prioritized the Town Center as their number one project. The City and TIRZ Board are moving forward with a project to gather the stakeholders to gain consensus and start the process of creating the foundation of the interlocal agreement. Ms. Atilano distributed a draft survey that could potentially be distributed to create momentum and buy-in from the community on the new building. The Board was asked to review and provide feedback on the survey questions. Mr. Oglesby is working on a one page flyer as Ms. Atwood encouraged the board to concentrate on raising the library's services at this time. The Board discussed the financial impact of hiring a marketing firm and decided to create a PR/Marketing Committee of community volunteers with Ms. Blackburn as liaison to the Board. Ms. Atwood gave a brief overview of the Corcoran firm responsibilities and the probable financial goals for the new building.

### **Actions Items**

- On a motion by Ms. Codina and seconded by Mr. Oglesby, the board voted unanimously to grant Ms. Atilano the authority to request and receive information from Pioneer Bank on all the Library's bank accounts including certificates of deposits.
- On a motion by Ms. Codina and seconded by Mr. Oglesby, the board voted unanimously to approve the quarterly investment report for the first quarter of 2017.
- On a motion by Mr. Richardson and seconded by Ms. Codina, the board voted unanimously to approve the 2016 Audit Report
- On a motion by Mr. Oglesby and seconded by Ms. Codina, the board voted unanimously to approve the minutes for the March 2017 board meeting.
- On a motion by Mr. Oglesby and seconded by Ms. Codina, the board voted unanimously to approve the financial reports for March 2017.
- On a motion by Ms. Codina and seconded by Mr. Richardson, the board voted unanimously to approve the creation of a Community Awareness Committee to increase the library profile.

Adjourned 11:12