

Dripping Springs Community Library District
April 17, 2013 Meeting Minutes

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

8:35 a.m. – Call to Order

Public Comments

- None

Reports/Discussion Items

- SuzAnne Beard, Library Assistant – Adult and Young Adult Services, presented an overview of the *Bookletters* database to the Board. *Bookletters* enables staff to create booklists and e-newsletters with enhanced reader’s advisory content to make accessible to patrons through the DSCL Website.
- The Board accepted the Librarian’s report. Missy Atwood asked if the small decrease in monthly visits from corresponding months in the previous year and a slight decrease in computer use were matters of concern. Cara Russell and Board described several possibilities for the decrease, but decided it was not yet a significant change. One possibility for the decrease in computer use may be the use of personal laptops and other wi-fi devices, which is not currently tracked. Board discussed the possibility of tracking wi-fi usage within the library and e-visits to the Website. Sone questioned the headings of columns in the Cash Receipts & Disbursements—YTD Actual vs. Annual Budget. It was suggested that the first column should reflect the actual income or expenses through the latest month, with the second column showing the incremental amount budgeted through that month.
- The Final reading of the amended policy regarding the Sunshine Fund was approved unanimously on a motion by Sone, seconded by Atwood.

Sunshine Fund

The Sunshine Fund is available to pay for gifts and gatherings to enhance employee morale. The fund is comprised of designated donations made to the Sunshine Fund and donations made for services. It will not exceed \$500 and can be used at the discretion of the Library Director.

Executive Session No Executive Session was held

Action Items

- On a motion by Sone, seconded by Atwood, there was unanimous approval (Blackburn abstained) of the financial reports for March 2013.

- The minutes of the March 2013 meeting were amended to reflect the correct wording of the Sunshine Fund. On a motion by Codina, seconded by Sone, there was unanimous approval of the amended minutes. (Blackburn abstained)
- On a motion by Davidson, seconded by Sone, there was unanimous approval to authorize the contractual agreement with Paychex.com payroll services.

Meeting adjourned at 9:30 a.m.