

**Dripping Springs Community Library District**  
June 15, 2016 Meeting Minutes

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

8:35 a.m. – Call to Order

**Public Comments**

There were no public comments.

**Reports/Discussion Items**

- Marcia Atilano presented highlights of the June Library Director’s Report. Summer programming has kept the Library crowded and busy, and there has been excellent feedback from attendees. She also stated that three local women (two attorneys and one bank wealth advisor) have offered to present a program at the Library for “women in transition.”
- The Board held a second reading of the proposed change/addition to Financial Policy regarding requirements for complying with Section 2252 Texas Government Code related to filing Form 1295, certificates of interested parties. Melva Codina, Treasurer, suggested that the new policy be placed either under 2.0 Procurement Philosophy as 2.5 or under 4.6 Procedures as 4.6.3.

The Board was reminded of an upcoming expense (in cooperation with other area public libraries) for a lobbyist contract in advance of the next Texas Legislative Session. We need to consider the best route for funding a lobbyist who would look out for the interests and needs of local libraries.

- The Board discussed Ms. Atilano’s report on the costs and structure of possible donor databases. Alex Marquez, Technical Services Director, has researched available commercial programs. Ms. Atilano spoke with another librarian who uses *eTapestry* but finds it too complicated. Ms. Atilano stated that Blackbaud is often cited as the best, but that, like many of these programs, it exists in the Cloud; she would prefer that our donor data be stored in our own hard drives. Mr. Marquez says that within our Microsoft Office Suite we already have MS Access, through which we can create multiple reports detailing donor information and relationships. He has invested a tremendous amount of time setting up useful report templates and inputting data. Chris Marcum has looked at his work and was favorably impressed by its effectiveness. Sue Blackburn asked if Mr. Marquez could either create a separate sheet or add another field that would include data specific to the current campaign. Missy Atwood asked if at our next meeting we could see an overview of donor software to compare their benefits to what we can do with MS Access. Ms. Atilano will bring Mr. Marquez to our July meeting.
- The Board heard updates on library planning for expansion. John Kroll, DS City Council, and architect Keenan Smith will make a presentation next week to the DS Economic

Development Board, detailing their proposal for a DS city center including a new City office building, new DSISD administrative office building, and the DSCL. Ms. Atwood, Ms. Atilano, and Julia Smith of Corcoran & Co will attend.

Ms. Smith and Victoria Corcoran met with Ms. Atilano and Ms. Atwood to gather information and create a working schedule for their feasibility study. They are compiling names of community leaders and interested parties to interview.

- The Board discussed the letter mailed to the City of Dripping Springs stating our willingness to be included in talks about a proposed City Center.

### **Action Items**

- On a motion by Melva Codina, seconded by Sue Blackburn, the Board voted unanimously to approve the minutes for the May 2016 meeting.
- On a motion by Ms. Codina, seconded by Mr. Oglesby, the Board voted unanimously to approve the financial reports for May 2016.
- No action was taken on the library expansion planning.
- No action was taken related to the letter sent to the City of DS and the DSISD stating our willingness to be part of discussions on a proposed City Center.

The meeting adjourned at 10:15.