

DRIPPING SPRINGS COMMUNITY LIBRARY DISTRICT

July 24, 2013

Present: Missy Atwood, Sue Blackburn, Melva Codina, John Sone, and Cara Russell

Absent: Barbara Davidson

Call to Order at 8:30 a.m.

Public Comments

None

Executive Session

None

Reports/Discussion Items

- Technology Report by Morgan Marion
Mr. Marion reported on year-to-date usage of DSCL technology resources and compared them to the same data for January 1 – June 30, 2012.

Mr. Marion said that the library is close to implementation of OneClick Digital downloadable audio. The program runs via an application that can load on almost every device. We will have how-to materials available and tech support. In addition, there will be BYOD (Bring Your Own Device) download demonstrations with Morgan and Clayton Strickland.

Applications for E Books will be available for Apple and droid devices. The media manager site also loads into all Kindle Fire devices (older devices may not accommodate downloading apps) and the Nook. We will also offer One Click Digital for audio and e-books.

DSCL was invited to participate in the initial stages of a “soft launch” of the state sponsored Edge Initiative. By means of a survey, the program scores libraries on a large number of criteria such as community value, engaging the community, organizational management, etc.

Cara Russell said that the results are “extremely helpful”. Missy Atwood observed that the survey will provide benchmarks which will help the Trustees in long range planning. Mr. Marion said that he will send the survey results to the Trustees.

In a discussion of extant Library computer resources, Ms. Atwood inquired about the number of MBs being used during peak hours. Mr. Marion stated that the average is

1.85 mb per second. He added that he would determine the usage data to which she was referring.

At the conclusion of his report, Mr. Marion said that he would provide a copy of his presentation for the Minutes.

- Discussion of 2012 Audit Draft

The Trustees reviewed and discussed the draft 2012 audit documents as presented by Ms. Kayla Wallace, CPA, of Hanks, Wallace & Associates, L.L.C.

The most significant item was Ms. Wallace's changing the Library's reporting style from a proprietary basis to a governmental basis for accounting purposes. For purposes of the Minutes, Mr. Sone stated that we changed from proprietary to governmental accounting methods on January 1, 2012. In addition, in 2014, the 2013 audit will be due by the third week in April. A review of the audit timetable for 2002 through 2012 indicates that the audits had been performed in a mostly timely fashion.

Other observations included that there was an incomplete pagination on page 2 of the Independent Auditor's Report; that the CDs are reported as investments; and that the "Uncorrected Misstatements" pertained to accruals from one year to the other and were not of a serious nature.

- Librarian's Report

The Trustees accepted the Librarian's Report.

Additionally, Cara reported that the memorial stone for Edwin Wouters will be installed after discussing it with his wife, Nora. Trustees will be in attendance at the service. The Library is also accepting donations in his memory; approximately \$1,800 has been collected to date.

Random House gave DSCL books on CD, hard backs, and DVD's that the staff is handing out as Patron Appreciation gifts.

David Price, from Trinity Library Resources, will make a presentation to the Board regarding the library's expansion activities. Trinity is a for-profit company that consults on facilities expansion. Apparently, he identifies potential grant money and includes his fees in the amount requested. The presentation is tentatively scheduled for October. Ms. Atwood stated that we needed to review our strategic plan in preparation for the discussion with Price in either August or September although Ms. Codina will be absent at the time of the September meeting.

Ms. Atwood also wondered if there is a legal, practical, or political reason that we should put out an RFP prior to beginning the expansion. Ms. Codina suggested we contact other libraries that have recently expanded, e.g., Canyon Lake, Kyle, and Bee Caves,

and ask who helped them in the planning stage. Trinity prepares an RFP for the architect, prepares the grant request(s), and oversees/provides project management.

The Trustees thanked Cara for reviewing and facilitating the transition from the old to the new auditor.

Treasurer's Report

The Treasurer took 5 hours of Investment Training from Linda Patterson as offered to all four library districts. The goal was to assess the library's investment policy and determine whether it was in keeping with standards. Attached is Ms. Codina's power point presentation and Ms. Patterson's review of our existing policy. The agenda in August will include the minor revisions necessary to fine tune our investment policy.

Mr. Sone wondered if the DSCL needed a Depository Agreement for our banking services with the switch to our designation as a "governmental" body. Will our existing Account Agreement suffice? Next month, Mr. Sone will report on any statutory requirement for a depository agreement.

Action Items

- On a motion by Sone, seconded by Codina, there was unanimous approval of the financial reports for June 2013.
- On a motion by Codina, seconded by Sone, there was unanimous approval of the Minutes of the June 2013 meeting.
- On a motion by Codina, seconded by Sone, there was unanimous approval of the 2012 Audit reports.

Meeting adjourned at 10:05.