

Dripping Springs Community Library District
August 14, 2016 Meeting Minutes

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

8:32 a.m. – Call to Order

Public Comments

There were no public comments.

Reports/Discussion Items

- Lisa Charbonnet, Library Consultant, met with the Board to outline various ways in which she would be able to assist DSCL in the capital campaign, planning, and construction of the new library facility. She suggested that at this time we could do a broader survey of the community to assess current perceptions, opinions, and services desired. This could yield greater community “buy in,” awareness, and enhance financing options. Marcia Atilano will follow up with a request for a written proposal.
- Ms. Atilano presented highlights of the August Library Director’s Report, including a summary of participation in the successful summer programming. She gave a detailed accounting of the status of technology hardware and items that will need upgrading and replacement in the upcoming budget year. Board members commented on the significant drop in Sales Tax revenue from August of last year to this year. Ms. Atilano will check with Muni Services to make sure we received the correct amount.
- It was noted that Pioneer Bank has been sold, and changes in the new online system have created some bookkeeping difficulties. Melva Codina, Treasurer, asked if other Board members should have access to the account either as “view only” or for check writing; the consensus was negative. We may consider other banking options in a few months, as well as the possibility of moving matured CDs to Money Market accounts.
- Ms. Atilano reported that Tammy Mierow, Circulation Clerk, submitted a request for tuition reimbursement for a Library Reference course through Texas Women’s University this fall. She plans to pursue a Master’s in Library Science and hopes to move into a professional position at DSCL in the future. Missy Atwood asked Ms. Atilano to determine how this request fits within our policy and to request Ms. Mierow to submit a written professional development plan. Ms. Atilano will also look for a form created in the past to secure a commitment for future service after the DSCL has reimbursed tuition costs.
- The Board discussed becoming a member of the Association of Community Library Districts for 2017 when the state legislature will be in session. Our member fee will help fund a lobbyist to look out for the interests of local public libraries and library districts.

Friends of the DSCL Library has agreed that we may use a portion of their \$10,000 donation to pay the \$2135 pro rata charge.

- The Board discussed a proposed Vision Statement for DSCL and proposed changes to the current Mission Statement. Ms. Atwood stated that the Vision Statement should be durable, the basis for long term strategic planning. Ms. Codina explained that the Vision Statement should be “what we envision as our purpose” and the Mission Statement is “how we will achieve that vision.” Sue Blackburn will continue to refine the proposals.
- Ms. Atilano reminded the Board that Inventory will be conducted in February (every other year) instead of during Thanksgiving week, and the Library will be closed February 20-23 for that purpose.
- Ms. Atwood gave an update on plans for the expansion project. She reported that she had a good meeting with Victoria Corcoran and Julia Smith (Corcoran & Co.), who recommended an adjustment to the plan for the feasibility study. A somewhat different Case Statement will be required for building in a “Town Center” complex as opposed to a separate piece of property. The City of Dripping Springs continues to consider a TIRZ ordinance for funding a Town Center and how to implement such a project. In the interim, the consultants suggest that we narrow the next round of visits to five or six individuals/couples who are already aware of the possible Town Center and complete the other interviews after a decision has been made and we have compiled an appropriate Case Statement.
- The Board noted that it is time to be planning the 2017 budget, and that priorities must include the technology items listed in the Librarian’s Report and budgeting for an additional position.

Action Items

- On a motion by Ms. Codina, seconded by Ms. Blackburn, the Board voted unanimously to approve the minutes for the July 2016 meeting as revised.
- On a motion by Ms. Blackburn, seconded by Ms. Codina, the Board voted unanimously to approve the financial reports for June and July 2016.
- On a motion by Barbara Davidson, seconded by Ms. Codina the request for payment of tuition for the reference course for Tammy Mierow was tabled.
- On a motion by Ms Codina, seconded by Ms Blackburn, the Board voted unanimously to become a member of the Association of Community Library Districts for 2017.
- No action was taken related to changes in Pioneer Bank’s online system.
- On a motion by Ms. Codina, seconded by Dwight Oglesby, the Board voted unanimously to approve the schedule for inventory February 20-23.

- No action was taken related to library planning for expansion.
- No action was taken regarding the 2017 budget.
- On a motion by Ms. Codina, seconded by Ms. Blackburn, the Board voted unanimously to order an election to be held on November 8 for the purpose of electing three trustees.
- On a motion by Ms. Blackburn, seconded by Ms. Codina, the Board voted unanimously to appoint Marcia Atilano as administrator of the Trustee Election.

The meeting adjourned at 10:45.