

**Dripping Springs Community Library District**  
August 19, 2015 Meeting Minutes

Present: Missy Atwood, Sue Blackburn, Melva Codina, Barbara Davidson, John Sone, and Marcia Atilano

8:30 a.m. – Call to Order

**Public Comments**

There were no public comments.

**Reports/Discussion Items**

- Marcia Atilano presented the Librarian's Report for the past month. She explained that DSCL is now signed up as a member of the OneClick Digital Hays County Consortium. Our status as a Consortium member, which will take effect at the time of our renewal on December 1, will effectively lower our cost and increase our access to titles. Ms. Atilano reported progress in our relationship with the DSISD following communication with Superintendent Gearing and a meeting with Asst. Supt. for Curriculum and Innovation Diane Flaim. She also said that we will change our inventory schedule to every two years in January instead of annually at Thanksgiving. Removing the inventory from the previously scheduled time at Thanksgiving also allowed staff the ability to take vacation days. The ongoing weeding process serves as a supplementary inventory. Other area libraries surveyed varied in their inventory schedule from none to three years.
- Melva Codina, DSCL Board Treasurer, reported that she had explored the possibility of moving the Library's CDs to a new bank with a higher interest rate but found that rates at other area banks are no higher than what we currently earn. She did recommend that we move the CDs (as they mature) to Money Market Accounts, where the funds would be more accessible. She also recommended that we change the name of the Money Market Account labeled FFF 6244 (Future Facility Fund) to Capital Improvement Fund. John Sone noted that this action would require a Resolution and that he would send an example to Ms. Atilano. Ms. Codina also stated that the signature cards on the CDs need to be updated to include only current Board members.

There followed a brief discussion of the current by-law requiring investments to be made only through local banks. Mr. Sone stated that we should find the best possible rate regardless of the location of the bank (noting also that most of our local banks are not locally owned). Missy Atwood, however, believes that there is a benefit to keeping our investments in local branches, with an emphasis on the perception of local mutual benefit. This is particularly important, she continued, since we will soon be asking for local capital to help fund our expansion.

The Board and Ms. Atilano expressed appreciation to Mr. Sone for his efforts in the preparation of a new Quarterly Investment Report to fully satisfy State Comptroller

reporting requirements. With a template now in place it will be much easier to plug in the figures for each quarter.

- Ms. Codina reported on a new Little Free Library in the High Pointe subdivision. A Boy Scout has elected to take on this project for his Eagle Scout requirements. The management of the subdivision has agreed to pay any costs over the \$200 contributed by the Library. The materials have been ordered; the Library has gathered the books; and the Scout will install the Library.
- Ms. Blackburn requested that titles be added to the pages for all of the reports in each month's Board packet, noting that there is currently not a title for the report of Staff Reference or for Sales Tax Revenue.
- Missy Atwood reported that we have not been collecting sales tax, as required by the State, on our used/donated book sales. Ms. Atilano has received the required sales tax permit and stated that we will need to file amended reports for the last four years.
- The Board discussed the Library policy on charging members for replacements of books they have lost or damaged beyond use. Currently members are charged the "retail cost" of an item plus a \$5 processing charge, but Ms. Atilano suggested that we change that to the "actual replacement cost" plus the processing charge. There was general agreement that this would be fairer to both the Library and the member. Today's discussion will be the "first reading" of the proposed change and there will be a second reading at next month's meeting.
- Mr. Sone stated that he will not be able to run for reelection this fall, because his service on the DSCL Board is in violation of the By-Laws of two professional associations to which he belongs, the International City/County Management Association and the Texas City Management Association. The By-Laws proscribe the holding of any elected office by their members. Ms. Atwood urged the Board to consider names of candidates who would make strong contributions as Board members.

### **Action Items**

- On a motion by Mr. Sone, seconded by Ms. Blackburn, the Board voted unanimously to approve the minutes for the July 2015 meeting.
- On a motion by Ms. Codina, seconded by Mr. Sone, the Board voted unanimously to approve the financial reports for July 2015.
- On a motion by Mr. Sone, seconded by Ms. Blackburn, the Board voted unanimously to move the CD investments to Money Market accounts as the CDs mature.
- On a motion by Mr. Sone, seconded by Ms. Codina, the Board voted unanimously to table any action on revision of the investment policy By-Laws.
- On a motion by Mr. Sone, seconded by Ms. Codina, the Board voted unanimously to approve the quarterly investment report.

- On a motion by Mr. Sone, seconded by Ms. Blackburn, the Board voted unanimously to table any action on the date of creation of a Capital Improvement account.
- On a motion by Ms. Codina, seconded by Mr. Sone, the Board voted unanimously to move ahead with the Little Free Library in High Pointe Community.
- On a motion by Mr. Sone, seconded by Ms. Codina, the Board voted unanimously to table action on the preparation of report and payment of back sales tax by our accountant to the State Comptroller.
- On a motion by Mr. Sone, seconded by Ms. Blackburn, the Board voted unanimously to approve the purchase of an additional security camera for the Quiet Room.
- There was no action on the change of current library policy related to charges for replacement books. This change will require additional readings prior to a vote.
- On a motion by Ms. Codina, seconded by Mr. Sone, the Board voted unanimously to appoint Marcia Atilano, Library Director, as Election Administrator for the November 5, 2015 election.

The meeting adjourned at 9:45.