

Dripping Springs Community Library District

August 20, 2014

Meeting Minutes

Call to Order: 8:35 a.m.

Present: Missy Atwood, Melva Codina, Sue Blackburn, Marcia Atilano

Guest: Morgan Marion

Public Comments None

Reports/Discussion Items

- Review & Comparison of Overdrive and One Click Digital Services by Morgan Marion
  - The stats for e-audio and digital books were in error for a while. Currently, 200+ titles are being accessed each month, more than DVDs, CDs, etc., combined. They are second only to “hard” books in popularity. See attached document re: 3-audio and 3-book circulation.
  - See attached documents “ease of Use Elements” and “Steps Comparison” for analysis of the two programs, their features and how “user friendly” they are.
  - After Ms. Atilano and Mr. Morgan reviewed all the material, they were of the opinion that there was no compelling reason to switch from the current provider, One Click Digital.
  - Our current contract with One Click is \$3,100 for 3,200 adult and 1,000 children’s 3-audio titles. The new proposal from One Click is \$2,600 for same. Ms. Atilano will create a memo to the sales rep detailing our understanding of the agreement and requesting that they acknowledge, in writing, the same.

- The Trustees thanked Mr. Marion for his years of service and, sadly, wished this “irreplaceable” person good luck in his new endeavors.

- Librarian’s Report

- We discontinued our relationship with Ricoh and will be signing with Xwor4rksX.
- There was a declination in the children’s attendance and circulation statistic. There is uncertainty as to whether this is a problem with middle school children not wanting to be in the children’s room, teenagers not being counted, etc., or if our programs are somehow lacking. It was opined that there should be higher utilization since the schools are without librarians.

We are reaching out to the school system to promote the use of our library services. This activity has focused on the elementary and high schools; we need to address the needs of the middle school as well.

- Interviewing for Morgan Marion’s replacement has begun. Please reference the original and revised job descriptions in the materials provided. There is a new emphasis on social media and an item indicating that the employee may need to do other jobs assigned by the Director that are not specifically identified in the job description. There will also be a new title for the job position. The new person will be hired for full-time (40 hours per week) at a starting salary of \$15.38 per hour.
- We will be partnering with the Bel Terra Association, the Bel Terra Home Owners Association and the Bel Terra Neighborhood Association to provide one Little Free Library to be located near the Bel Terra Swim Center.
- It was unclear to the Trustees what the format should be used for posting the General Ledger on the Library’s web site. Discussion was tabled for clarification at the next meeting.
- There are approximately \$8,000 in overdue fines from patrons. In order to check out books, one must pay anything over \$5. We’ve

been exploring partnering with Helping Hands, a local charitable organization, to support the community. We can't donate money because the library is a governmental body. We could however, forgive a fine or a part thereof, if the patron brought in a can of food. In October, we will check the amount of income we've received from fines compared to budget and decide what to do.

- Financial Reports

- Several questions were raised about this month's reports:

1. The sales tax income total for the year doesn't include \$52,397.74. in the total.
2. Sales tax revenue for July is reported as 0 dollars.
3. The sales tax revenue for January - July, 2014, doesn't seem to include June and July.
4. Payroll tax expense is missing, perhaps misreported under Human Resource expense?
5. Office supplies seems high, needs to be explored.
6. There hasn't been any money allocated to the Facility Fund or Building Reserves in some time. It's supposed to be done monthly.
7. Individual gifts and donations are over budget due to the many contributions made in the memory of Mike Davidson.
8. There's a question about whether or not we overpaid payroll taxes to the IRS.

Ms. Atilano will explore these concerns and report to the Trustees.

### Action Items

- On a motion from Mrs. Codina and a second by Ms. Blackburn, the Minutes from July, 2014, were unanimously approved.
- On a motion from Mrs. Atwood and a second by Mrs. Codina, the July, 2014, Financial Reports were tabled until the next meeting.
- Regarding the new Job Description and salary requirements for Mr. Marion's position, a motion was made by Mrs. Atwood and seconded by Mrs. Codina to give the Library Director latitude to start the employee in the first or second quartile of the pay scale and to accept

the job description. It was passed unanimously.

- On a motion by Mrs. Codina and seconded by Mrs. Atwood, a Motion was made to renew the One Click contract for one year. The Motion passed unanimously.
- A Motion to Table regarding posting financials on the web site was made by Ms. Blackburn, seconded by Mrs. Codina and unanimously approved.
- On a Motion by Mrs. Atwood and a second by Mrs. Codina, the 2014 \ Election was unanimously cancelled because only two candidates filed for two positions and the election is therefore unnecessary.
- A Motion to table the Director's three month performance review until we had more time was made by Mrs. Codina, seconded by Ms. Blackburn and unanimously passed.

Meeting adjourned at 10:31 a.m.