

## Dripping Springs Community Library District

Sept. 18, 2019

Present: Marcia Atilano, Melva Codina, Yvonne Schick, Missy Atwood

8:45 am. CT meeting called to order

### **Public Comments:**

There were no public comments

### **Reports/Discussion Items:**

#### **Librarian's Report -**

Ms. Atilano discussed digital subscriptions through Flipster. They are not being used as much as was anticipated. She is looking at adding a digital site called Hoopla. The Library has two open positions: A Part-time Clerk and a Library Assistant. Ms. Atilano was asked to find out if the present employees might work over-time to help in covering the Saturday shift which has been difficult to fill. Compensation would be offered.

#### **Proposed 2020 budget**

The first draft of the 2020 budget was presented. It was suggested by Ms. Atwood that Ms. Atilano look at adding more funds to the collection development especially under e-books and e-audio. More use of these digital sources is increasing. Ms. Atilano is looking at ways to shorten wait times for e-books when they are requested by library patrons. Some of the wait times are longer than a month.

**Potential appointees for Ms. Schick's Board position.** The Board is still working on this.

**Nomination and selection of a new Board Treasurer.** Since two members were not present, the Board will table this until next month.

**Capital Campaign Coordinator position.** Ms. Codina and Ms. Atilano will work on the job description and will try to have something ready for the next meeting.

**TIRZ Board update** – The TIRZ board met with the interim DSISD Superintendent. The P3 consultant for the TIRZ is working on a draft division of responsibilities for the parties involved in the Inter-Local Agreement. He is awaiting cost estimate revisions to create term sheets

**Status of PGAL contract and scope of work.** The Board reviewed the proposed PGAL letter of Proposal for Professional Architectural and Engineering Services for the Library.

**Executive Session** – There was no Executive Session

### **Action Items**

On a motion by Ms. Schick and second by Ms. Codina, the Board voted unanimously to accept a correction to the minutes of the August 28, 2019 Board meeting.

On a motion by Ms. Codina and second by Ms. Schick, the Board voted unanimously to accept the financial reports for August 28, 2019.

The selection and appointment of Board Treasurer was tabled.

The approval of a job description/position for the Capital Campaign Coordinator was tabled.

On a motion by Ms. Schick and a second by Ms. Codina, the Board voted unanimously to move the extension of the Inter-Local Agreement until the end of December 2019.

On a motion by Ms. Codina and a second by Ms. Schick, the Board voted unanimously to accept the Letter of Proposal for Professional Architectural and Engineering Services, and authorizing entering into the agreement between the owner (DSCL) and the architect (PGAL)

On a motion by Ms. Schick and a second by Ms. Codina, the Board voted unanimously to order the Certification of Unopposed Candidates for November 5, 2019 election.

On a motion by Ms. Schick and a second by Ms. Codina, the Board voted unanimously to order the Cancellation of Election for November 5, 2019 election.

On a motion by Ms. Schick and a second by Ms. Codina, the Board voted unanimously to adjourn the meeting at 10:12 a.m.

Melva Codina, Secretary

## Action Items

On a motion by Mr. Smith and second by Ms. Schick, the Board voted unanimously to accept a correction to the minutes of the July 21, 2019 Board meeting.

On a motion by Ms. Schick and second by Mr. Smith, the Board voted unanimously to accept the financial reports for July 21, 2019.

On a motion by Mr. Richardson and a second by Ms. Codina, the Board voted unanimously to accept amending the 2019 Operating budget to add "Legal" under the Professional Services line.

On a motion by Mr. Smith and a second by Ms. Schick, the Board voted unanimously to give the Library Director the authority to make a determination, on a case by case basis and report to the Board, allowing a staff member to receive payment for unused vacation at the end of the calendar year.

No action was taken in selecting and appointing a new Treasurer

No action was taken in approving a job description and job posting for a Capital Campaign Coordinator

No action was taken in negotiations with PGAL

On a motion by Ms. Schick and a second from Mr. Smith, the Board voted unanimously to adjourn the meeting.

Adjourned at 10:38 a m

Melva Codina, Secretary