

**Dripping Springs Community Library District**  
September 21, 2016 Meeting Minutes

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

8:33 a.m. – Call to Order

**Public Comments**

There were no public comments.

**Reports/Discussion Items**

- Marcia Atilano presented highlights of the September Library Director's Report.
- The Board discussed the proposal submitted by Lisa Charbonnet for services related to community input, RFP development, and programming development. Members listed multiple sources and methods for surveying the needs and desires of a broad range of community members. The consensus was that while there is definite value in the proposal and suggested actions, we are not yet ready to contract for these services.
- There was further discussion of Tammy Mierow's request for tuition reimbursement for a Library Reference course through Texas Women's University, Ms. Atilano has found no conflicting DSCL policy to prohibit our granting of this request, but she will look further for any form we may have to secure a commitment of service/payback following the completion of the program. She will also contact other libraries to survey policies/forms used in similar situations. Missy Atwood will contact an employment legal consultant who may have an appropriate template form. Ms. Atwood also asked that Tammy revise her letter to include a statement of her specific request. The Board asked Ms. Atilano to convey our support to Tammy at this time, with the proviso that details remain to be worked out.
- The Board considered the proposed new DSCL vision and mission statements as revised by Sue Blackburn. Members reacted favorably to the succinct and synoptic statements, and to Ms. Blackburn's suggestion to use the Vision Statement as a scrolling screen saver on Member workstations. She and Dwight Oglesby, who has written a more detailed description of the Library's community role, will meet with Ms. Atilano this month to complete the Vision and Mission statements. They will also use Mr. Oglesby's longer description in the development of case statement documentation for the library expansion outreach.
- Ms. Atilano presented a report on the inconsistencies she has encountered between our financial policy and the actual practice of making payments by check and online. Our current policy requires two signatures on any check over the amount of \$250, and yet the Library Director may make large payments through online banking. Also, it was noted that banks no longer examine the signatures on paper checks. It was suggested that we

change the policy to require two signatures on any checks written over \$3500 and that advance notice of payments above this ceiling be given to the Treasurer whether payment is made online or by paper check. The Treasurer will continue to comply with statutory obligations to provide oversight and reconciliation of invoices and disbursements.

- Ms. Atwood and Ms. Atilano gave an update on conversations they have had with several community members regarding outreach for the capital campaign and support for the concept of a “town center” in conjunction with the creation of a TIRZ (Tax Increment Reinvestment Zone). Discussion of the TIRZ, scheduled for last night’s City Council meeting, was moved to the Executive Session, but Ms. Atwood and John Hoag (President of the Friends of the Library) made statements during the Public Comments period expressing support for the TIRZ and the town center. They also stated that for the Library to be able to participate in the TIRZ and town center, an interlocal agreement would need to be in place by the end of the year. Despite projected increases in tax revenue, the Library will not be able to provide increased services or materials because of a lack of space.
- Melva Codina and Ms. Blackburn attended the Planning and Zoning Commission meeting, but the scheduled discussion of the TIRZ was bumped to the next meeting.
- Ms. Atilano has spoken with Muni Services about the recent drop in tax revenues. She was told that we are still experiencing 8% growth (15% had been projected) for the year which is good considering the effects of the Iran oil deal. We will fall short of 2016 budget predictions without an increase in revenue over the next three months. Muni will deliver a new forecast in November. In the meantime, Ms. Atilano is starting 2017 budget calculations.

**Action Items** (Ms. Blackburn left the meeting early and did not vote on action items.)

- On a motion by Ms. Codina, seconded by Mr. Oglesby, the Board voted unanimously to approve the minutes for the August 2016 meeting
- On a motion by Ms. Codina, seconded by Mr. Oglesby, the Board voted unanimously to approve the financial reports for August 2016.
- No action was taken related to Lisa Charbonnet’s proposal.
- No action was taken related to Tammy Mierow’s professional development plan and request for tuition reimbursement.
- No action was taken on any actions related to library planning for expansion.
- No action was taken related to library planning for expansion.
- No action was taken regarding the 2017 budget.
- No action was taken related to the Planning and Zoning meeting.

- On a motion by Ms. Codina, seconded by Mr. Oglesby, the Board voted unanimously to order the cancellation of an election for the purpose of electing three trustees.

The meeting adjourned at 10:45.