

**Dripping Springs Community Library District**  
October 16, 2013 Meeting Minutes

Present: Missy Atwood, Sue Blackburn, Melva Codina, Barbara Davidson, and Cara Russell

8:35 a.m. – Call to Order

**Public Comments**

- None

**Executive Session**

- No Executive Session was held.

**Reports/Discussion Items**

- The Board accepted the Librarian’s report, with the following corrections: the launch of eAudio and eBooks will be later this week, and the BYOD events will be on Tuesday, November 12 from 6-8 p.m. and Thursday, November 14 from 12-2 p.m. Cara Russell stated that despite being unable to access the Bureau of Labor Statistics website, she was confident that our Cost of Living Adjustments (COLA) are fine. These must be done only every three years. Ms. Russell also shared that the Friends of the Library had gained a new \$2500 lifetime membership, given to recognize excellent and personalized service from the Library staff, in particular, Patsy Hurlbut.
- The Board conducted the final reading of the new Investment Policy and Strategy document, which will be subject to a vote at next month’s meeting. Members expressed appreciation for the input of Melva Codina, John Sone and Dave Bruce, former member of the Library District Board.
- In the second reading of the Vacation Rollover Policy (section of Personnel Policy, Ms. Russell explained that the two week (maximum of ten days) vacation allowable for carry over would not be cumulative over multiple years. She stated that with the current staff size, this allowance would not create a problem in maintaining service.
- The Board discussed the Budget draft proposed by the Library Director. Ms. Russell expressed her appreciation for the efforts of Muni Services, our Sales Tax recovery service. Muni has projected three scenarios for planning purposes: pessimistic, most likely, and optimistic. She is comfortable with planning according to the “most likely” scenario, but even the “pessimistic” estimate would allow the Library to significantly increase the collection development budget and the future facility fund. Muni’s projections for sales tax revenue for 2014 show a 20% increase.

Missy Atwood took the time to explain to new members the function of a sales tax recovery service. During this discussion Barbara Davidson asked if the Dripping Springs ISD libraries contributed the .25% Library District tax on Book Fair sales. Ms. Russell will contact the school district to find out.

In Ms. Russell's draft, the largest percentage of increase is in the Future Facility fund, and the second largest is in Collection Development. eBook and eAudio acquisitions are included in Collection Development. Ms. Atwood asked if computer infrastructure should be given an increase in funds. Ms. Russell stated that she did not believe this would be necessary, as all technology-related items are on a three-year replacement rotation, which is reflected in the Technology budget under Expenses.

Ms. Russell stated that our salaries and wages have leveled out (she doesn't see the need for more positions in the near future; the new director's salary will be lower; and some staff have reduced hours), making this a good time to put extra money into the Facilities Fund. She would like to have enough in the Facility Fund to build a debt-free new facility, but David Price, Trinity Management Services consultant, has advised her that the debt we will need to incur to build should be considered an "investment."

Ms. Atwood suggested that Ms. Russell solicit a "Wish List" from staff members at this time. The Board would not want to miss any opportunity to provide a new resource or program that would have a big impact on the Library's service to the community. Ms. Russell will also contact either Beth or Mary Jo at the Westbank Library to discuss their experience using increased revenues.

- Ms. Russell requested that her annual review in December would also serve as her summative interview. She will do her staff evaluations in December for us to use in their annual reviews in January.
- The Board discussed the current total savings amount and the requirements for Reserve funds. Currently we require three months' operating expense amount in Reserve savings, and the Board considered the possibility of increasing that requirement to four months, as the District had required at one time in the past. With Muni's "most likely" scenario and raising the requirement to four months, the Budget would need to add approximately \$50,000 to the Reserve fund. By staying with the three month requirement the current amount would still be sufficient under the "most likely" scenario.

### **Action Items**

- On a motion by Barbara Davidson, seconded by Melva Codina, there was unanimous approval of the July and September 2013 financial reports.
- On a motion by Sue Blackburn, seconded by Atwood, there was unanimous approval of the minutes of the September 2013 meeting.

- On a motion by Blackburn, seconded by Codina, there was unanimous approval of the adoption of the Election Process Schedule into the Process Manual.
- On a motion by Blackburn, seconded by Codina, there was unanimous approval of a policy to allow two week vacation rollover for employees.

Meeting adjourned at 9:57 a.m.