

Dripping Springs Community Library District
November 18, 2015 Meeting Minutes

Present: Missy Atwood, Sue Blackburn, 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 November Library Director's Report. In addition to the printed report she commented that recent rains had caused seepage in five areas of the library facility. Run off from the DS High School site has washed out significant soil coverage on our property, exposing pipes. Rick Coneway, City Engineer, will be meeting with her to make suggestions about landscaping to restore and prevent damage from future heavy rains. Board members mentioned the excellent work of Deborah Herczog, library volunteer, who has been maintaining the landscaping around the facility. Ms. Atilano also spoke with Bill Goodwin of Tank Town about the feasibility of capping the rain collection storage tank since we now rely on water from Dripping Springs Water Supply Corporation. This should not be a problem.

Ms. Atilano also spoke with Mr. Coneway about our expansion needs and asked if he was aware of any available properties which would meet our criteria. He suggested that we locate a civil engineer who might donate a feasibility study. Several properties and subdivisions were mentioned, and Board members spoke of connections with two area developers. Dee Mayer and Susan Santamaria of the Dripping Springs Community Foundation met with Ms. Atilano. The Foundation has never been involved with a building campaign, but they are interested in helping.

- The Board discussed the Library's policy of member/guest use of Library computers. Through an informal email survey of Central Texas Library System directors, Ms. Atilano learned that some libraries require the showing of ID before patrons may use computer, but most do not. Libraries are not required to maintain records of personal access to the Internet. There is software available to keep statistics on computer usage which we may look at in the future. Her recommendation is that we keep the sign-in but drop the ID requirement. The sign-in list would be used for compiling statistics of computer use and making sure any non-member patrons are aware of easy access to registration/member card. After the statistics are tallied, the individual names are discarded.
- With the retirement of John Sone from the DSCLD Board there is a need to appoint a successor to fill the open position. The Board members discussed community members who might have the interest and skills to assume the seat. Before next month's meeting members will contact possible candidates to determine interest and availability. In the

process we may also identify possible members of advisory and steering committees for the expansion project.

- Sue Blackburn and Ms. Atilano worked on an ad for the next issue of the Dripping Springs Insight magazine. We purchased a ½ page ad for the 2016 edition. The price is \$750. This cost covers a year's inclusion on insightdrippingsprings.com. Ms. Blackburn expressed a strong belief that we need to significantly increase our marketing/promotion budget as we seek to better meet the needs of our fast-growing community. Board members agreed that we need to be more active in developing a mutually supportive relationship between the library and the population it serves.
- The Board discussed for a second time the draft of the proposed 2016 Budget. It was explained that the salary budget should be amended to \$310,000.00 instead of \$320,000. The expense of additional daily staff and consultant fees will be entered under the *Contract Employees* budget line. Hill Country Water delivery needs to be moved to *Office Supply*. Ms. Atilano will consider Muni's November projections in making additional adjustments to the proposed budget. She will focus attention on human resources, utility expense, building maintenance, and marketing/promotion/outreach.

Action Items

- On a motion by Barbara Davidson, seconded by Melva Codina, the Board voted unanimously to approve the minutes for the October 2015 meeting.
- On a motion by Ms. Codina, seconded by Ms. Davidson, the Board voted unanimously to approve the financial reports for October 2015.
- The DSCLD Board and Director thanked John Sone for his 5 years of service on the Board, noting his conscientious efforts and expertise in small government entity law. He received a gift of Carved Stone bookends in recognition of his contributions to the success of the Library.
- On a motion by Ms. Davidson, seconded by Ms. Codina, the Board voted unanimously to table any action on the establishment of an advisory committee for expansion planning.
- On a motion by Ms. Codina, seconded by Ms. Blackburn, the Board voted unanimously to approve the recommendation that library patrons (whether or not they are members) would still be required to sign in for computer use, but that ID will not be required.
- On a motion by Ms. Blackburn, seconded by Ms. Codina, the Board voted unanimously to place a ½ page ad in *Insight Dripping Springs*.
- Board member Missy Atwood and Melva Codina were sworn in for a new term.

The meeting adjourned at 9:55.