

**Dripping Springs Community Library District**  
November 19, 2014 Meeting Minutes

Present: Missy Atwood, Sue Blackburn, Melva Codina, Barbara Davidson, John Sone, and Marcia Atilano

8:34 a.m. – Call to Order

**Reports/Discussion Items**

- Marcia Atilano presented the Librarian’s Report. The Library has been very active in the community this month, participating in activities such as the dedication of the Little Free Library at Belterra, a presentation to the Rotary Club, a Medicare presentation at the Library by local pharmacists on Medicare D prescription plans, a book launch by a local author, a Halloween event, and partnering with the Helping Hands Canned Food Drive.
- There followed a brief discussion of Ms. Atilano’s concern that our current system for counting Wi-Fi users in the Library is inflated since a patron’s previously connected device will automatically connect every time it is brought to the library, regardless of whether or not it is used. John Sone stated his opinion that the counting of the *presence* of connected devices is a legitimate measurement. Alex Marquez is investigating the GIS-R6:Hotspot Gateway, which would possibly reflect more accurately the *use* of Wi-Fi in the library.
- Ms. Atilano also shared positive feedback about Mr. Marquez’s initiative, not only in the preparation of the long-range schedule of maintenance/replacement of hardware, but also in improving the Web page within the current limits of Plinkit. Unfortunately, there will be no new version at this time of the hosted Web page to enable him to create a drop-down menu. She presented the long-range plan to keep computers and monitors updated, and the Board members accepted it with appreciation for the work of Mr. Marquez.
- There has been a Public Information Request for the most recent tax projections from Muni. Muni cautioned that one column --aggregated increases (by category) in our tax base--was confidential data; and they “strongly advised” redacting that column. We did remove that information when providing the report, but we have asked the Attorney General’s office for a report on their opinion.
- Board members discussed the updated draft of the proposed 2015 budget.
  - Ms. Atilano addressed the concerns presented last month about the Technology line items. Money has been added to Tech supplies, including a \$5000 gift from the Friends of the Library, to provide immediate replacements/upgrades in hardware as needed. Missy Atwood also stated that she would look into the possibility of Texas Medical Association’s donation of 3-year old computers.
  - A furniture line was added to the budget proposal in response to last month’s observations that new furniture updated to meet patron needs would be a

reasonable expenditure that would be useful in the transition to a new or expanded facility.

- An item in the budget draft for a proposed staff member bonus was questioned. Ms. Atilano stated that it was in the notes left by Cara Russell, the previous Director. She will contact Ms. Russell to check on the background and rationale for the bonus.
  - Ms. Atwood noted that the change in projected donations had been skewed by the unusual number of memorial gifts made this year. Ms. Atilano will adjust that figure.
  - Board members suggested that we should increase the Marketing budget to allow an annual mass mailing (perhaps in advance of the summer programs) and implementation of other promotions in the community.
  - Ms. Atwood asked that we request an updated projection from Muni that includes figures from the 3<sup>rd</sup> Quarter of the year.
  - The Board will vote next month on the Budget adjusted according to our discussion and Ms. Atilano's continued research.
- Mr. Sone gave a report on DSCL current financial information available on the Library Webpage compared to what is required by the State Comptroller's Leadership Circle standards. Ms. Atilano expressed concerns about the feasibility of placing all of the required detail on the Website. Mr. Sone stated that we are not currently far off the standards and suggested that it be made a goal for Mr. Marquez (under the Director's guidance) to add the additional reporting to the Website. The Board's consensus was that the achievement of this goal is worth the effort, but that it is not reasonable to expect that it be accomplished before early next year. The Director and Board still need to finalize the Budget and perform annual staff reviews during this busy period of the year. Mr. Sone will draft an application letter to the Comptroller's office, and next month there will be a discussion item to determine an appropriate time line for this project.

### **Action Items**

- On a motion by Mr. Sone, seconded by Melva Codina, there was unanimous approval of the minutes (with a minor correction) for the October 2014 meeting.
- On a motion by Ms. Codina, seconded by Mr. Sone, there was unanimous agreement to table a vote on the 2015 Budget.
- On a motion by Mr. Sone, seconded by Ms. Codina, there was unanimous agreement to table the decision to submit an application to the Texas Comptroller of Public Accounts Leadership Circle for transparency in government.
- On a motion by Ms. Codina, seconded by Barbara Davidson, there was unanimous approval of the financial reports for October 2014.
- On a motion by Mr. Sone, seconded by Ms. Codina, there was unanimous agreement to use the Friends of the Library donation of \$5000 to satisfy the current technology needs.

- On a motion by Ms. Codina, seconded by Mr. Sone, there was unanimous approval of a Dripping Springs Community Library seal and self-inking stamp with that seal.
- Barbara Davidson was sworn in for a new term as member of the Library District's Board of Trustees.
- On a motion by Ms. Codina, seconded by Mr. Sone, the Board voted unanimously to adjourn the meeting at 9:45.