

**Dripping Springs Community Library District**  
November 15, 2012 Meeting Minutes

Present: Missy Atwood, Dave Bruce, Melva Codina, John Sone, Cara Russell

2:05 p.m. – Call to Order by Vice President

**Public Comments**

- None

**Reports/Discussion Items**

- The Board accepted the Librarian's report. Cara Russell reported that there would be Technology and Marketing Committee reports to the Board in the months of March, June, September, and December; also Collection Development and Services Committee reports to the Board in February, May, August and November. The Friends of the Library Home Tour will take place December 8<sup>th</sup>. The Board extends its gratitude to Holly Cowan for the donation of \$1000.00 to the library.
- Cara Russell presented the review and evaluation schedule for salary and wage adjustment, presenting an updated salary matrix. Missy Atwood asked Russell to clearly distinguish and label the base salary and performance adjustment charts in the next revision.
- Cara Russell presented a draft budget for fiscal year 2013. She advised that budget assumption of extended library hours on Friday afternoons would result in full time employment for all but one employee. Missy Atwood stated that she would like to see a dedicated effort to increase Future Facility Funds.
- John Sone presented a review of the district's adherence to the election code. The district failed to ensure that notices of election cancellations were posted in each of its polling precincts. Sone reported that he would propose language to the district bylaws that would reduce the likelihood of a reoccurrence. In the past the district has relied on the Hays County Election Administrator to perform this function, on which it will still primarily rely. Sone furnished the Secretary of State's suggested format for Certificates of Election and advised that this responsibility should be incorporated into the district's bylaws. He then offered to draft language for the bylaws that would codify the procedure and timing of swearing newly elected members.

**Executive Session**

- None

**Action Items**

- On a motion by Codina, seconded by Bruce, there was unanimous approval of the minutes of the meeting of October 17, 2012.

- On a motion by Sone, seconded by Codina, there was unanimous approval of the October 2012 financial report.
- On a motion by Bruce, seconded by Codina, there was unanimous approval to increase the library's operating schedule by five hours on Fridays.
- On a motion by Codina, seconded by Sone, there was unanimous approval to expend \$4800.00 for an air conditioning unit replacement purchase.
- On a motion by Sone, seconded by Bruce, there was unanimous approval of the 2013 Budget, with express Board intent to distribute surplus revenue in equal shares to Reserves and the Future Facility Funds.

Meeting adjourned at 3:31 p.m.