

**Dripping Springs Community Library District**  
November 30, 2016

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

8:30 a.m. – Call to Order

**Public Comments**

There were no public comments.

**Reports/Discussion Items**

- Marcia Atilano presented highlights of the November Library Director’s Report, including an announcement of the newly purchased World Access News online resource from NewsBank. This database provides member access to 5315 news sources from around the world with 134 specific to Texas.
- The Board entertained the second reading of a revision to DSCL Financial Policy changing the threshold from \$250 to \$3500 for the requirement of a second signature (on a check) or notification to a Board representative (for online payments).
- Missy Atwood presented an update on the City’s plans for developing a Town Center. The City Council approved a Tax Increment Reinvestment Zone (TIRZ) proposal for funding the development of a Town Center. Ms. Atwood met with the Council and an urban planning consultant hired by the City. She received related documents which included a statement that the Town Center will have a dedicated site for building a 30,000 square foot Library building with appropriate parking space. The creation of the TIRZ requires a Board of seven members, including one DSCL representative. In January representatives of the City, DSISD, and DSCL will meet to create an Interlocal Agreement. There will also be a meeting in the future of stakeholders (*charrette*) to guide the development and funding of the Center. It would be advantageous to the Library to bring our architect, if selected by that date, or Keenan Smith, architect/urban planner who has previously met with the Library Board.
- Board members discussed options for appointing a new Trustee to fill the vacancy to be created by the retirement of Barbara Davidson.
- The Board reviewed the updated budget proposal for 2017, as submitted by the Director. Ms. Atilano also explained the potential impact of the Federal Fair Labor Standards Act update (which will likely not be implemented next month as originally mandated). Ms. Atwood noted that the HR expense YTD is significantly below budget and asked the meaning of the discrepancy. Ms. Atilano stated that she hadn’t hired an assistant as budgeted and both Pat Galvin and Craig Axelrod had cut back their hours.

- The Board discussed the possibility of retaining Paychex for managing DSCL's Human Resources and helping us update our HR policy. Ms. Atwood suggested that they should, in time for our next meeting, provide us with a written proposal outlining what they would do and how much it would cost. Ms. Blackburn encouraged Ms. Atilano to attend continuing education opportunities in HR so that she can at least supervise Paychex if we approve their hiring.
- Ms. Atilano has altered the pay period schedule so that we're no longer pre-paying employees for work not yet done. She is also starting to explore time card applications that employees can use to sign in and out.
- Lastly, Ms. Atwood asked the Director to see if the Texas Municipal League has a module or program for handling any of these issues.

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

- On a motion by Ms. Blackburn, seconded by Dwight Oglesby, the Board voted unanimously to approve the minutes for the October 2016 meeting
- On a motion by Ms. Blackburn, seconded by Mr. Oglesby, the Board voted unanimously to approve the financial reports for October 2016.
- On a motion by Ms. Blackburn, seconded by Mr. Oglesby, the Board voted unanimously to designate Ms. Atwood as the Library's representative on the TIRZ committee.
- On a motion by Melva Codina, seconded by Mr. Oglesby, the Board voted unanimously to designate the Trustee officers as follows: Ms. Atwood, President; Mr. Oglesby, Vice-President; Ms. Blackburn, Secretary; and Ms. Codina, Treasurer.
- The Board voted unanimously to approve the proposed 2017 budget without any reference to the Fair Labor Standards Act update.
- Board members Blackburn, Oglesby, and Davidson were not sworn in because there was not a Notary available.
- Next month we will need an Executive Session to discuss staff evaluations and salaries.

The meeting adjourned at 10:28 a.m.