

Dripping Springs Community Library District

April 15, 2020

Teleconference

Present: Missy Atwood, Marcia Atilano, Melva Codina, Bob Richardson, Marcie Cochran, and Derek Smith

Guests: Thomas Stirling, Audrey Boyer from Stirling Brandworks

8:39 A.M. CT-- CALL TO ORDER

Public Comments

There were no public comments.

Reports/Discussion Items

- A. Stirling Brandworks presentation – Mr. Stirling gave the Board background information regarding his Boston-based company. The company works with libraries on creating websites that function well with all e-resources available. He presented the logo choices which had been voted upon with three styles: the primary logo, the icon only, and the monochromatic. He also informed the Board that Google Analytics would be used to track areas of the website which are used the most. The new website is tentatively set to roll out in late May 2020.
- B. Kayla Wallace presented the 2019 audit report to the Board. She found no areas of concern in the audit. She also found no irregularities or material weaknesses in the Library's financial structures.
- C. Librarian's Report – E-resources have been used more since the closing of the Library. Several staff members have changed positions/titles, and presently, the full-time Library Clerk position is open. Library staff are now working from home. . All the staff will stay connected by email, phone and Zoom within the hours of 8am to 4:30pm M-F. Some staff will rotate going into the library to pay bills, check the book drop, pick up mail from the post office, catch any packages that may have been delivered and check the building overall.
- D. Proposed resolutions on payment of wages, sick leave, emergency closing, and emergency suspension in relation to the COVID-19 pandemic. The Board discussed each resolution and adjusted each as needed.
- E. Treasurer's Report – Derek Smith reported that the monies in the CD that matured in March had been moved to the Operating Account at Pioneer Bank. Derek recommends that we move those monies to the Tex-Pool Reserve account as we had discussed in a previous meeting. He also recommends that in September,2020, we move the last CD monies held at Pioneer Bank to the Tex-Pool Reserve Account as well.
- F. Campaign Coordinator Position – Marcie is reviewing the job description and making suggestions on streamlining the information.
- G. TIRZ Board Update – Missy reported that the ILA (Inter Local Agreement) is still being modified. The School District lawyers have suggested some language in clause 3.5 regarding termination of the agreement which is still being looked at.

- H. Report on the household goods donated to DSCCL –It is still in one of the Library storage facilities. Derek reported that the company which was to place a value on the good has relocated to Ireland for the duration of the Pandemic. Mr. Smith recommends that the household goods in storage be awarded to a trusted party if they remove them from the storage facility.
- I. PGAL update – no new information regarding architectural company.

Executive Session –

The Board entered executive session at 11:18 a.m.

The Board came out of executive session at 11:31 a.m.

Missy presented the Board’s evaluation/recommendation for compensation and employee evaluation for Library Director, Marcia Atilano. She also recommended that Ms. Atilano’s annual evaluation be moved to April of each year.

Actions Items

As per Board policy, Board items were voted upon:

On a motion by Ms. Cochran and seconded by Ms. Codina, the Board voted unanimously to accept the audit conducted by Kayla Wallace.

On a motion by Ms. Codina and seconded by Ms. Cochran, the Board voted unanimously to approve the Minutes for February 19, 2020 and March 30, 2020.

On a motion by Ms. Cochran and seconded by Ms. Codina, the Board voted unanimously to approve the financial reports for February 19 and March 30, 2020.

On a motion by Ms. Codina and seconded by Ms. Cochran the Board voted unanimously to approve the Resolutions proposed with the following underlined additions/changes:

Resolution of the Board of Trustees regarding Pandemic Response and Emergency Suspension of Policy by giving the Library Director the authority to modify the District’s Board policies with a maximum duration of 4 months beginning April 15, 2020 regarding what she deems to be in the best interest of the District to react to situations that may be present in the District during the state-declared disaster period in order to mitigate the public health risks of COVID-19;

Resolution regarding sick leave during an Epidemic, the Board of Trustees authorizes providing additional paid leave two times of what is currently allowed as sick leave for any individual employee who is sick or tending to a sick household or family member during an epidemic. This resolution is in effect for the remainder of the year 2020.

Resolution regarding Board Meetings Via Teleconference or Videoconference during the pandemic, whereas the Governor of Texas has temporarily suspended certain statutory requirements regarding public testimony, posting of meeting notices, and physical presence of a quorum, the Board may hold meetings via teleconference or videoconference if a quorum

is unlikely to be able to meet in one place during the COVID-19 pandemic, as well as meeting the rules that the Governor of Texas has suspended or implemented during this pandemic.

Resolution regarding wage payments during the emergency library closing, the Board of Trustees authorizes continued wage payments to all twelve Dripping Springs Community Library employees until such time that the library director determines that one or more employees no longer have valid library work for these employees to perform or that they no longer effectively can do their jobs.

On a motion from Ms. Cochran and a second by Mr. Richardson, the Board voted unanimously to allow the remaining items in the Library storage facilities to be disposed of by giving them to a trusted party.

No new action was taken on the CD that matured on March 17.

On a motion by Mr. Richardson and seconded by Ms. Codina, the Board voted unanimously that it is not in favor of the Inter Local Agreement as it is currently proposed unless there is a clarification of Clause 3.5 that allows the termination of the Agreement by the School District if the real property and/or improvements subject to this Agreement is needed for educational purposes.

On a motion by Ms. Codina and seconded by Ms. Cochran, the Board voted unanimously to the continued employment with no reservation of Ms. Marcia Atilano as Library Director with compensation increase based on what is already embedded into the 2020 Library budget retroactive to January, 2020. Her evaluation will now be conducted each April.

No action was taken on the Capital Campaign Coordinator position.

On a motion by Mr. Richardson and seconded by Ms. Cochran, the Board voted unanimously to adjourn the April meeting at 11:52 a.m.

Respectfully submitted,

Melva Codina

Board Secretary