

Dripping Springs Community Library District

May 20, 2020

Zoom Teleconference

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

8:40 A.M. CT-- CALL TO ORDER

**Public Comments**

There were no public comments.

**Reports/Discussion Items**

**Librarian's Report –**

The book drop has been full quite often and the staff has been busy following a protocol to sanitize the materials returned by the clientele prior to putting them back on the shelves. Beginning in June, the Library will only be open for programs with a limit on participants who will register for the programs online. The use of e-books on our platforms—Hoopla, OverDrive, and RB Digital--has increased in the past few weeks. The Friends of the Dripping Springs Library donated \$350.00 from their National Library Week fundraiser. A donation of \$1000.00 has been received from a donor in lieu of household goods.

Ms. Atwood asked if any libraries in our area are open. Ms. Atilano informed the Board that libraries in the area are closed or only checking library materials out curbside. Most will begin summer programming in June.

**Capital Campaign Coordinator Job Description-**

Ms. Cochran presented a revised job description and asked the Board for input. She feels that the description is ready for distribution minus some of the responsibilities listed in red in the first iteration of the description. Mr. Richardson asked if we have any ideas as to compensation. Ms. Atwood said that her notes from the Corcoran presentation had a range of \$40,000 to \$80,000 depending on experience. Ms. Cochran suggested that we post the job in areas and sites where people specialize in non-profit positions. Ms. Cochran also suggested that the responsibilities in red be removed from the final job description version.

**Assistant Library Director Job Description-**

Ms. Atilano presented the updated version of a job description for the Assistant Library Director. She informed the Board that Tammy Mierow had completed her coursework for a Master's in Library Science and was to graduate this May. The new job description includes addition of physical demands/work environment and some required knowledge, skills, and abilities.

**TIRZ –**

Ms. Atwood reported that the school board, the city, the county, and the Library have all approved the same version of the ILA (Inter-Local Agreement). We can now move forward on land transfer discussions and negotiations.

Mr. Richardson reported that the TIRZ has retained a public relations firm so that communications will present a common, single message delivered to the community.

Ms. Atwood also informed the Board that TIRZ finances were in a positive position, as the combined TIRZ revenues received to date have made it possible for the city, county, and library to not have to contribute additional funds for the next budget cycle. The Hays County representatives complimented the Dripping Springs TIRZ 1 and 2 for their success in becoming solvent so quickly.

**PGAL –**

Mr. Richardson commented that with the great financial TIRZ news, we can begin looking for a plan of action to continue preparing for a new building.

**Executive Session –**

**No Executive session was held**

**Actions Items**

As per Board policy, Board items were voted upon:

On a motion by Ms. Cochran and seconded by Mr. Richardson, and there being no discussion, the Board voted unanimously to accept the Board Minutes for April 15, 2020.

On a motion by Ms. Codina and seconded by Ms. Cochran, and there being no discussion, the Board voted unanimously to accept the financial reports for April 15, 2020.

On a motion by Ms. Cochran and seconded by Mr. Richardson, and there being no discussion, the Board voted unanimously to approve the revised Capital Campaign Coordinator job description and removing the red highlighted responsibilities deemed unnecessary. Ms. Atilano is directed to begin distributing the job description in appropriate job sites.

On a motion by Mr. Richardson and seconded by Ms. Cochran, and there being no discussion, the Board voted unanimously to accept the revised job description for the Assistant Library Director.

TIRZ – no action needed

PGAL – no action needed

On a motion by Mr. Richardson and seconded by Ms. Codina, the Board voted unanimously to adjourn the meeting at 9:56 a.m.

Respectfully submitted,

Melva Codina

Board Secretary