

Dripping Springs Community Library District

August 19, 2020

Zoom Meeting

Present: Missy Atwood, Marcia Atilano, Bob Richardson, Melva Codina, and Tammy Mierow

8:33 A.M. CT-- CALL TO ORDER

Public Comments

There were no public comments.

Reports/Discussion Items

A. Asst. Library Director's Report-- Tammy Mierow gave a report on the Library Summer Program. Due to the Covid-19 Library closing, the staff converted their programs to a virtual schedule. One of the biggest virtual programs was the Reading Buddy program. Battle of the Books was also a great success. The on-line exercise programs were so good that they will continue through the Fall. The Library's You Tube channel has been a resounding success and has provided the Staff and presenters a place to post videos, which can be watched by patrons when they wish to do so. This year, the Library had 144 programs and 833 attendees. Although it was less than the 147 programs in 2019 and over 3000 participants, the virtual programming is considered a success because of the quick change to virtual the staff accomplished.

B. Librarian's Report – Marcia Atilano reported that the 2021 Tech budget will be increased to include several new systems. Envisionware, a print management system, and Tech Logic, an RFID tagging program, will be added to the Library system. Staff is also researching an e-newsletter software which will begin in January, 2021. This will make it easier to create newsletters for the Library website. Marcia is also looking into a benefits package for the Staff and considering adjusting salaries of staff at entry-level: Library Clerk - \$12 - \$15 an hour; Library Assistant - \$15 - \$17 an hour; Asst. Library Director - \$46,000 a year. The Dripping Springs School District will have access to Overdrive e-book information on the DSCL website which will enable those students to be better informed on Library offerings and content. The hoopla budget will increase as this platform is popular with patrons. Marcia is asking for Board assistance in researching the Hays County CAD website and how the Library property is depicted. The property connection to Hwy 290 is not shown on the CAD website. Bob Richardson will assist.

C. Treasurer's Report – Melva Codina reported that Marcia has moved \$100,000 from the Operating Account to the Capital Improvement account at TexPool. The last CD at Pioneer Bank will mature on Sept. 20, 2020, and we will ask that the \$20, 616.69 be placed in the Operating Account at Pioneer and then moved to the Tex Pool Prime Reserve Capital Improvement Account. The Library also received a Pledged Securities Report for August, 2020 from Pioneer Bank where there is \$1,500,000 pledged limit.

As of July 1, the Capital Improvement Account has over \$1,200,000.00

D. Third Reading of the proposed change to the Library Circulation Policy – There was no additional discussion.

E. Hays County Elections Contract & Agreement – The Library will need to enter into a Contract with Hays County Elections Bureau for any possible elections in the future.

F. Capital Campaign Coordinator Job Search –To be discussed in Executive Session.

G. TIRZ –Taline Manassian, Dripping Springs Council Member, contacted Missy Atwood to give an update on City-School District discussions regarding land appropriations as part of the Town Center negotiations

with an October 2020 deadline. The School District would like to extend this deadline to November 2020. The Library will need to authorize the Library attorney, Ms. Leverett, to work with the City of Dripping Springs attorney in setting up purchase agreements for any land swaps or purchases.

Cost update of Library support to TIRZ shows that the financial outlook of the TIRZ is good and strong with no need for additional monies from the Library or any other contributor. The previous contributions may be repaid in cash or added to the percentage of the cost of infrastructure. The TIRZ Communications Director is working on a plan to better inform the Community about the TIRZ and its progress. The Hays County Open Space Advisory Commission is working on future funding projects. The Town Center was designated as a Tier 2 project in their planning. This is a possible money stream, which could be used for Town Center green space design and construction.

H. PGAL – Bob Richardson reported that there was a Zoom meeting with Town Center and TIRZ personnel on how the Library fits into the Town Center design—its position and building size. Bob will reach out to the group to give them the Library's ideas. PGAL is anxious to get a virtual and physical tour set up for Library Board members. The weekend of September 18-19 is the target date for a trip to the D-FW area to view some new libraries. PGAL is also researching how to set up focus groups in this Covid-19 era. Marcia added that she is working on survey questions for the focus groups. She will ask for input from library personnel, local citizens, and current Library Board members.

Executive Session –

The Board entered Executive Session at 10:21 a.m. CDT. The Executive session concluded at 10:45 a.m. CDT and the Board returned to the public meeting.

Actions Items

As per Board policy, Board items were voted upon by the members:

- A. On a motion by Mr. Richardson and seconded by Ms. Codina, and there being no discussion, the Board voted unanimously to accept the Board Minutes for July 15, 2020.
- B. On a motion by Ms. Codina and seconded by Mr. Richardson, and there being no discussion, the Board voted unanimously to accept the financial reports for July 15, 2020.
- C. On a motion and recommendation by Ms. Codina and seconded by Mr. Richardson, and there being no discussion, the Board voted unanimously to approve the cashing in and transferring of the remaining DSCL CD at Pioneer Bank to the Operating Account and then moved to the TexPool Prime Reserves account. In addition, Mr. Smith or Ms. Codina are designated to contact Pioneer Bank by September 20, 2020 to convert the CD monies and placed in the Operating account at Pioneer Bank.
- D. On a motion by Mr. Richardson and seconded by Ms. Codina, and there being no discussion, the Board voted unanimously to approve the proposed change to the Library Circulation policy.
- E. On a motion by Mr. Richardson and seconded by Ms. Codina, and there being no further discussion, the Board voted unanimously to approve the Hays County Elections Contract and Agreement. The Board also authorizes Marcia Atilano as Elections Officer and to execute the contract on behalf of the Library District.
- F. An update on the Capital Campaign Coordinator position – No action at this time.
- G. On a motion by Mr. Richardson and seconded by Ms. Codina, and there being no discussion, the Board voted unanimously to authorize attorney, Kate Leverett, to begin drafting land acquisition processes and documents with the City of Dripping Springs.

H. Any issues related to library planning including PGAL's services and schedule is tabled until September 2020.

I. Options to monetize the current library building - No action at this time.

Adjourn – On a motion by Ms. Codina and seconded by Mr. Richardson, the meeting was adjourned at 10:58 a.m. CDT.

Respectfully submitted,

Melva Codina

Board Secretary