

Dripping Springs Community Library District  
May 17, 2023

Present: Missy Atwood, Bob Richardson, Marcie Cochran, Marcia Atilano, Melva Codina, Sarah Rose  
Guest: Kayla Wallace

Call to order at 8:39 a.m. cdt.

**Public Comments** There were no public comments.

**Reports/Discussion Items**

**2022 Audit Report** – Kayla Wallace presented her analysis of the Library financial picture.

**Capital Campaign Coordinator's Report** – Sarah Rose reported that several Dripping Springs area residents have accepted positions on various committees. Sarah also presented a campaign budget, a proposed communication plan, a possible Library Fact Sheet. Sarah also presented a Gift Acceptance Policy.

**Library Director's Report - Marcia** reported about the various meetings she has had with school PTAs and that the Library Summer Calendar was distributed to all elementary schools. Biblionix is unable to add a question to the Application For a Library Card which the Board had requested. The front desk will ask the question---How did you hear about the library? --when the applicants bring their application to the desk. She also reported that the USDA application for funds is being worked on. Marcia presented a note from Board Member and Treasurer, Derek Smith, resigning from the Board.

**TIRZ Board**—no information

**PGAL** – Bob reported that several contracts for various infrastructure projects in the development phase of library construction are ready for signatures. PGAL is still working on Design Services. Work on the USDA application needs some input from PGAL. Approval of updated proposal from PGAL might be ready for approval in June.

**EXECUTIVE SESSION**

The Board entered Executive Session at 11:00 a.m.

Discussion centered on the employment evaluation/recommendation for compensation for Business Operations employee, Kim Shramek, and Assistant Library Director/Volunteer Coordinator, Tammy Mierow. The Board also discussed employment evaluation/recommendation for compensation for Library Director, Marcia Atilano

The Board left Executive Session at 12:22 p.m.

**Action Items:**

- On a motion by Marcie Cochran and seconded by Bob Richardson, and there being no further discussion, the Board accepted and approved the audit report by unanimous vote.
- On a motion by Melva Codina and seconded by Bob Richardson, and there being no further discussion, the Board accepted and approved by unanimous vote, the Communications Plan presented by Sarah Rose but excluded the Google ad buy she had suggested.
- On a motion by Marcie Cochran and seconded by Bob Richardson, and there being no further discussion, the Board accepted and approved the minutes for March 22, 2023, by unanimous vote.
- On a motion by Melva Codina and seconded by Bob Richardson, and there being no further discussion, the Board accepted and approved the financial reports by unanimous vote.

- TIRZ Board update- no action
- New library planning and design – no action
- Swear in Board member, Derek Smith – Mr. Smith was sworn in earlier in the week by Marcia Atilano.
- On a motion by Marcie Cochran and seconded by Bob Richardson, and there being no further discussion, the Board approved the evaluation /recommendation for compensation for Business Operations employee, Kim Shramek, by unanimous vote.
- On a motion by Melva Codina and seconded by Marcie Cochran, and there being no further discussion, the Board approved the evaluation/recommendation for compensation for Assistant Library Director/Volunteer Coordinator, Tammy Mierow by unanimous vote.
- On a motion by Bob Richardson and seconded by Melva Codina, and there being some discussion with Marcia Atilano, the Board accepted and approved the employment evaluation/recommendation for compensation for Library Director Marcia Atilano with compensation being retroactive to April 2023.
- On a motion by Melva Codina and seconded by Marcie Cochran, the Board agreed to adjourn at 12:29 p.m.

Respectfully submitted,

*Melva Codina*

Melva Codina  
Board Secretary