

Dripping Springs Community Library District
November 15, 2023

Present: Missy Atwood, Marcie Cochran, Bob Richardson, Melva Codina, Marcia Atilano, Tammy Mierow, Sarah Rose

Call to order at 8:35 a.m. cdt.

REPORTS/DISCUSSION ITEMS

- **Meet with Children’s Library candidate.** The Board met with Olivia Ochoa regarding her interest in the Children’s Librarian position.
- **Meet with potential candidate for USDA Program Coordinator.** The Board met with Lesli Cathey regarding the USDA program coordinator position. She informed the Board as to her former positions in the financial industry and her interest in helping the Board in their USDA application for funding.
- **Discuss and consider retaining USDA Program Coordinator.** The Board discussed the steps we need to complete in the USDA funding application process with the help of a Program Coordinator.
- **Discuss and Consider the Capital Campaign Coordinator’s Report** – Sarah Rose presented her monthly report. She has been working on a promo video and brochure. She also reported her progress in contacting various possible donors. Sara also reminded the Board about upcoming events: the Camp David Retreat Reception on Thursday, November 16, 2023, DS City Lifestyle feature article, DS City Lifestyles Fundraiser on December 8; work on The Gathering storybook on January 24, 2024, at Dripping Springs Elementary School, and Pouring Over Books on February 25, 2024, at Prospect House from 3 to 6 p.m.
- **Discuss the need to obtain a credit card for the Capital Campaign.** Sarah and Marcia have expressed the need for a separate credit card for the Campaign. Melva will begin the process.
- **Library Director’s report** – Marcia contacted the Austin American Statesman to post an RFP for financial services for one week. Two dormer windows over the Children’s area had leaked and were repaired and now the wall will be repaired. The Library Clerk position has been filled. Marcia hired Ryan Madrid, who started November 6.
- **Discuss and consider the 2024 Proposed Library Budget.** The Board discussed employee compensation, its costs, and its comparison to other community district libraries.
- **Review of the status of RFP for Financial Advisor for the new Library financing.** Marcia informed the Board that there are more RFP forms that have not come in yet.
- **Discuss and Consider potential financing options.** No information yet.
- **Discuss sales tax revenue receipts and projections.** Marcia will continue to attempt to reach the Comptroller’s Office for information.
- **Issues related to the new library planning and design.** Bob reported that the library application for wastewater permit will go before the Dripping Springs City Council on December 5, 2023. The new library needs a plan for septic irrigation to be developed. The present library needs to update its system as well prior to a possible sale. This should occur within the next 6-9 months. The present library area as well as the future library area must be platted.
- **Hiring an arborist to evaluate the trees in existing site and the Benny Lane site.** Bob informed the Board that Coleman and Associates will be working on finding an arborist to do this.
- **TIRZ Board updates**—no information
- **New Board Member** – no action

Executive Session-

The Board entered Executive Session at 12:28 p.m.

Discussion centered on the employment evaluation/recommendation for compensation for Bookkeeper, Bren Bassett; Library Clerk, Didi Devi; Children's Librarian, Marie Kimbrough, and IT staff member, Alex Marquez. **Also discussed was the open Library Director position.**

The Board left Executive Session at 12:41 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 minutes for the October 18, 2023, Board Meeting by unanimous vote.
- On a motion by Bob Richardson and seconded by Marcie Cochran, and there being no further discussion, the Board accepted and approved the minutes for the October 18, 2023 Workshop by unanimous vote.
- 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 the November 8, 2023, workshop by unanimous vote.
- On a motion by Melva Codina and seconded by Marcie Cochran, the Financial Reports for October 18, 2023, were accepted and approved by unanimous vote.
- On a motion by Bob Richardson and seconded by Marcie Cochran, the contract for Project Manager-USDA Program Coordinator was accepted and approved by unanimous vote. Missy Atwood will offer Lesli Cathey the position.
- Sales Tax revenue assessment – no action
- Adjustment to salaries for certain open positions – no action
- On a motion by Marcie Cochran and seconded by Bob Richardson, and there being no further discussion, the Board accepted and approved the 2024 Library Budget by unanimous vote.
- On a motion by Melva Codina and seconded by Marcie Cochran, and there being no further discussion, the Board accepted and approved the opening of credit card account with Bank of America for the capital campaign by unanimous vote.
- On a motion by Melva Codina and seconded by Marcie Cochran, the Board accepted and approved by unanimous vote a resolution authorizing Board President, Missy Atwood, as designee of Board to communicate with the USDA and financial institutions.
- Authorize hiring an arborist to conduct tree evaluations to both Sportsplex and Benny Lan properties – no action.
- On a motion by Marcie Cochran and seconded by Bob Richardson, the Board accepted and approved by unanimous vote a resolution to add Assistant Library Director, Tammy Mierow, to bank accounts, vendor accounts, and contractor accounts as necessary to conduct library business pending arrival and training of new Library Director.
- On a motion by Bob Richardson and seconded by Melva Codina, the Board accepted and approved by unanimous vote that action be taken by the Board on approval and authorization of applications and agreements with City of Dripping Springs to move septic field on existing library property.

- Potential financing options for new library – no action
- New library planning and design, including City permit applications and fees – no action.
- Potential Board addition – no action
- On a motion by Melva Codina and seconded by Marcie Cochran, the Board accepted and approved by unanimous vote the employment evaluation/recommendations for Bookkeeper, Bren Bassett; Library Clerk, Didi Devi; Children’s Librarian, Marie Kimbrough; and IT staff member, Alex Marquez.
- On a motion by Bob Richardson and seconded by Marcie Cochran, the Board authorized Missy Atwood to offer the position of Library Director to Mindy Laird.

There being no further business, the meeting was adjourned on a motion by Melva Codina and seconded by Marcie Cochran at 12:55 p.m. cst.

Respectfully submitted,

Melva Codina

Melva Codina
Board Secretary