

Dripping Springs Community Library District
January 17, 2024

Present: Missy Atwood, Bob Richardson, Melva Codina, Marcie Cochran
DSCL - Sarah Rose, Mindy Laird,
Lesli Cathey

Call to order at 8:41 a.m.

REPORTS/DISCUSSION ITEMS

Capital Campaign Coordinator's Report – Sarah Rose – The promo video has been finalized and the website has been set up. Sarah has been working on obtaining donations from several foundations. She has set up several training sessions for the DSCL staff, the Campaign Committee, and Board Members. These will take place in late January and February 2024.

Librarian's Report and Library Operating Report – Mindy Laird -The staff has two spots to fill. Mindy has been able to fill one of them. She has also established a connection to PayChex that enables staff to fill out time sheets and to monitor their work hours.

Amending the Minutes for November 15, 2023 – Melva Codina -Melva inadvertently left out information regarding Board interviews for Library Director and the authorization for Missy Atwood to offer the position to Mindy Laird.

2024 Budget – no action

USDA application status – Lesli Cathey -The application section that was due in December 2023 was sent into the USDA representative. Lesli and Bob informed the Board that the USDA representative will contact the Architect for any further explanations.

RFP for and Owner's Representative – Lesli Cathey and Bob Richardson - The Board will post an RFP for an Owner's Representative who will oversee the building project. Mindy and Bob will work on this. Lesli and Bob mentioned several outlets to which the RFP could be sent. Bob also mentioned that the Board needs to approve funding documents, contractual documents, and environmental reviews once those are available. Missy suggested that the Board add Bob Richardson as an additional signatory to future USDA documents and that the Board affirm actions which have been taken at previous meetings.

Potential financing options – Melva has been working with AVENU/MUNI regarding dissemination of sales tax data to the Board for further research. She has sent AVENU/Muni a Memorandum of Understanding to be sent to the State of Texas to have them continue being able to obtain information regarding sales tax monies. Melva also established an account with Edward Jones so that any stock donations can be processed through them.

Discussion regarding names of Board Members and Staff which should be added to the Sunflower Bank Accounts and Bank of America and removal of names no longer on the Board. Mindy informed the Board that there are still names of former board members on these accounts. The Board discussed which names should stay. The names that should remain: Missy Atwood, Melva Codina, Bob Richardson, Marcie Cochran, Mindy Laird, and Tammy Mierow. All other names should be removed.

Issues related to the new library planning and design discussed at 1:00 p.m. today, Jan. 17, 2024- Bob

Richardson – The Board and several staff members (Tammy Mierow, Olivia Ochoa, Mindy Laird) met with Coleman Landscape Architects, and PGAL to discuss landscape ideas as well as possible outdoor pods for reading and for programming.

Meeting with arborist from ABC Landscape – Mindy and Bob – The arborist inspected trees in the future Library acreage and deemed most of them in good shape considering the weather events occurring the past two years.

Proposed Holiday Calendar - Mindy Laird- Mindy has added two days to the proposed 2024 holiday calendar: April 8- Total Eclipse day, and Dec. 26,

Proposal to consider Melva Codina to continue serving as Treasurer of the Dripping Springs Community

Library Board. Melva Codina- Melva, who had been designated as Asst. Treasurer, for several years, has been serving as Treasurer since the former Treasurer resigned.

TIRZ Board Updates – Missy Atwood - Missy reported that both TIRZ zones will be expecting additional revenue during the 2024 reporting period. As part of TIRZ 1, the Library might be awarded revenue to plan and execute several outdoor projects in the new Library.

Board Vacancy – no action

No Executive Session

ACTION ITEMS

- On a motion by Bob Richardson and seconded by Melva Codina, and there being no further discussion, the Board accepted and approved the minutes for the December 20, 2023, Board Meeting 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 for December 20, 2023.
- On a motion by Bob Richardson and seconded by Melva Codina, and there being no further discussion, the Board accepted and approved the corrections to the November 15, 2023, Board Minutes authorizing Missy Atwood to extend an offer of employment to Mindy Laird.
- On a motion by Bob Richardson and seconded by Melva Codina, and there being no further discussion, by unanimous vote, the Board authorized that Missy Atwood, Bob Richardson, Melva Codina, Marcie Cochran, Mindy Laird, and Tammy Mierow be authorized signatories to the Bank of America accounts and the Sunflower Bank accounts, and to remove Marcia Atilano and Yvonne Schick from those same accounts.
- Approval of 2024 budget – no action
- 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 2024 Holiday Closures presented by Mindy Laird.
- On a motion by Bob Richardson and seconded by Melva Codina, and there being no further discussion, the Board approved by unanimous vote Resolution 2024-1 as well as reaffirming our prior action designating Bob Richardson and Missy Atwood as authorized signatories in our application to USDA for funding and contractual documents as reflected in Resolution 2024-1.
- On a motion by Marcie Cochran and seconded by Bob Richardson, and there being no further discussion, the Board approved by unanimous vote the retention of Lesli Cathey and HMWK global.com to assess and validate sales tax and revenue projections including working with the

Hays County ESD (Emergency Service Department). Missy Atwood recused herself from this vote.

- Application for removal of the septic system on the current library property – no action
- Potential financing options- no action
- On a motion by Melva Codina and seconded by Bob Richardson, and there being no further discussion, the Board, by unanimous vote, approved issuance of an RFP for Owner's Representative as prepared by Bob Richardson and Mindy Laird. This is to be posted on CMBL and the Austin Statesman newspaper.
- On a motion by Marcie Cochran and seconded by Bob Richardson, the meeting adjourned at 2:45 p.m.

Respectfully submitted,

Melva Codina

Melva Codina
Board Secretary