

Dripping Springs Community Library District  
February 21, 2024

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

Call to order at 8:47 a.m.

**REPORTS/DISCUSSION ITEMS**

- Capital Campaign Report – Sarah went over the outreach meetings she had in January/February. She met with eighteen individuals and eight groups/clubs. She continues meeting with PTA groups, neighborhood groups and businesses in Dripping Springs. Sarah is still working on various projects and business solicitations for Library Giving Day on April 3, 2024. At Pouring Over Books on Feb. 25, Sarah will have several displays of the new library renderings and naming opportunities for area residents.
- Lesli reported on the USDA grant and what needs to be turned in to them. Most of the required information that is being asked for deals with architectural requirements for the library. Bob and Lesli are working on the three sections which need to be sent to the USDA representative within the next month. Also discussed is the expansion of her role to include management analysis of library personnel and duties as the library transitions to a new building and additional staff needs. This is also part of the USDA grant requirements. Lesli is also working on the sales tax revenue analysis and the growth of this revenue to pay for the new library. Lesli has been directed to consider an ILA (Inter-local Agreement) with other government entities which also use the sales tax revenues to operate within Hays County.
- Librarian's Reported: Mindy reported that two positions have been vacated and she will revamp the duties of several staff to streamline the work responsibilities. She also presented two policy changes: the Borrowed Materials Policy and the Privacy of Information Policy. This will be the first reading of those proposed changes.
- Lesli and Mindy reported on options to maximize income. Mindy will continue to prepare an application to use E-Rate to access funds to help improve access to internet and wi-fi. Melva will research a possible Money Market account with Sunflower Bank.
- PGAL, 720 Design—Bob reported that we are at a stopping point with PGAL and its work on architectural design due to the USDA prerequisites regarding architectural forms and information. This also affects the status of interviewing for a Construction Manager at Risk (CMAR) and creating RFQ/RFP for identifying an Owner's Representative
- TIRZ Board updates – none

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 by unanimous vote the minutes for the January 17, 2024, Board Meeting.

- On a motion by Bob Richardson and seconded by Melva Codina, and there being no further discussion, the Board accepted and approved by unanimous vote the financial reports for January 17, 2024.
- 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 expansion of the consulting role for Lesli Cathey to include library management analysis to support transition to the new facility.
- Sales tax analysis – no action
- On a motion by Bob Richardson and seconded by Melva Codina and there being no further discussion, the Board accepted and approved by unanimous vote a motion to authorize the Library Board President to execute an Inter-Local Agreement (ILA) with local Emergency Services Districts (ESD) within Hays County for the purpose of collaborating on a sales tax analysis.
- 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 to authorize Mindy Laird to move forward with an E-Rate application as a method to maximize income of funds for Capital Improvement.
- Action of CMAR – tabled.
- Action on Owner’s Representative – tabled.
- Action on potential financing options for new library facility – tabled.
- On a motion by Melva Codina and seconded by Bob Richardson, and there being no further discussion, the Board approved by unanimous vote an AIA B101 contract with PGAL per USDA input. Bob Richardson is also authorized to execute that contract with those entities on behalf of the library.

On a motion by Bob Richardson and seconded by Melva Codina, the meeting was adjourned at 11:15 a.m.

Respectfully submitted,

*Melva Codina*

Melva Codina  
Board Secretary