

Present: Missy Atwood, Marcie Cochran, Bob Richardson, Melva Codina, Mindy Laird, Lesli Cathey

Guest: Carlyn Ray, glassblower

Call to order at 8:36 a.m. cst.

REPORTS/DISCUSSION ITEMS

- Mindy Laird has accepted the position of Library Director.
- **Capital Campaign Report-** Marcie Cochran gave Sarah Rose's report as Sarah is ill. Sarah had twenty meetings this month. She also has four meetings already scheduled for January. She has been in contact with Carlyn Ray and the assorted designs which could be placed in the library as donor recognition.
- **USDA application** – Lesli Cathey reviewed what is still needed to fulfill the documents which the USDA has determined should be completed by Dec. 31. Lesli needs an opinion from a CPA on projections regarding bond payment. She will research possible accountants to perform this for us.

Lesli also suggested that the library collaborate with another entity to apply for an E-Rate through the FCC. Mindy will contact DSISD regarding this task.

- **Sales Tax Revenue receipts and projections** – Melva has spoken with Chris Yeary and Debbie Mendoza from Avenu regarding needed information about the sales tax collections in the area. They will furnish us with several lists that should help us understand the remittances we have been receiving or not receiving. John Kroll, a sales tax consultant, discussed his plan for maximizing the library sales tax revenue and any needed corrections to the remittances. This plan would need to be a collaboration among several taxing entities in the library service area—mainly ESDs. Certain steps must be completed prior to obtaining information from the Texas Comptroller:
 - ✓ acknowledgement that a disclosure of information agreement is on file.
 - ✓ Melva Codina, as Board Treasurer, needs to be designated as recipient of information from the Comptroller.
- **Issues related to Library planning and design**—Carlyn Ray presented her glass design options for donor recognition. She also presented ideas for more hands-on participation by donors who wish to choose the colors and designs for their glass ornament.

Bob Richardson informed the Board of the following:

- ✓ Replating of the Bennie Ln. property and the current library will be conducted soon.
- ✓ The Wastewater agreement needs to be signed and payment of the four LUEs we are acquiring for both properties should be made.
- ✓ Payment of \$15,000 plus a fee to the City of Dripping Springs for design and installation of septic fields

- ✓ An RFP for Owner Representative is proposed. Mindy will contact Kate Leverett for guidance in creating the RFP for an owner representative for design review and construction.

- **Financing Potential Options** The RFP sent out for retaining a financial advisor has had no further responses.
- **TIRZ Board** – The Library is being considered as a priority project for monies from the County through the TIRZ. These monies would help in the financing of the library. Missy will continue to work with TIRZ representatives.
- **Hiring of an arborist** – The Board asked Mindy to contact the representative for ABC who had examined the trees on the present library site for a quote and evaluation of the trees in the present library property and the new property.

EXECUTIVE SESSION

The Board entered Executive Session at 12:30 p.m.
Discussion centered on possible bonuses for staff members.
The Board exited Executive Session at 12:45 p.m.

Action Items:

- On a motion by Marcie Cochran and seconded by Bob Richardson, and there being no further discussion, the Board approved a legal services contract with Germer, Beaman and Brown PLLC by unanimous vote. Missy Atwood recused herself from voting on this motion.
On a motion by Melva Codina and seconded by Bob Richardson, and there being no further discussion, the Board approved the minutes of the November 15, 2023, meeting by unanimous vote.
- On a motion by Bob Richardson and seconded by Melva Codina, and there being no further discussion, the Board approved the financial reports for November 15, 2023, by unanimous vote.
Approval of 2024 holiday closures - tabled.
- 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 staff bonuses totaling \$12,250.00.
- On a motion by Melva Codina and seconded by Bob Richardson, and there being no further discussion, the Board approved by unanimous vote an authorization for Lesli Cathey and HMWK to execute non-disclosure agreements to assist with sales tax revenue reviews and projections for the Library.
- On a motion by Melva Codina and seconded by Bob Richardson, and there being no further discussion, the Board approved by unanimous vote a resolution amending the authorized representatives list to add Tammy Mierow's name and replace Marcia Atilano's name with Mindy Laird's name on TexPool accounts.
- Authorize hiring an Arborist to conduct tree evaluation and make recommendations for existing Library property and the Bennie Lane property – no action.
- Action or approval for application and agreements with the City of Dripping Springs as pertains to the septic system of the present library – no action.
- Potential Financing options for the new library – no action

- On a motion by Bob Richardson and seconded by Melva Codina, and there being no further discussion, the Board approved by unanimous vote issuance of an RFP, with input from the Library Attorney, for a person to have oversight of finalizing design reviews and construction.
- On a motion by Bob Richardson and seconded by Melva Codina, and there being no further discussion, the Board approved by unanimous vote the authorization of platting of the existing library property and the replatting of the Bennie Lane property.
- On a motion by Melva Codina and seconded by Bob Richardson, and there being no further discussion, the Board approved by unanimous vote the contract for the commissioning of artwork for donor recognition with Carlyn Ray.
- The meeting was adjourned at 1:30 on a motion by Melva Codina and seconded by Bob Richardson

Respectfully submitted,

Melva Codina

Melva Codina
Board Secretary