

Dripping Springs Community Library District
May 15, 2024

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

Call to order at

REPORTS/DISCUSSION ITEMS

- **Capital Campaign Report**: Sarah asked that the April 17 meeting minutes be amended to clarify various points she had reported on that day. She also presented her monthly report. The establishment of endowments has been one of her latest endeavors. She will work with the Dripping Springs Community Foundation to set up a meeting with the Board and the DSCF later this summer. Meetings for Major Gift and Campaign Committees will be set up for July or August. Sarah will present a revised budget at the June Board meeting. She is also working on a possible tour of the Cedar Park Library as well as a summer meeting with Carlyn Ray, the butterfly artist. Sara is projecting a start of the Butterfly Initiative sometime in June. Sarah presented a yearly bill from Bloomerang for \$10,388.
- **Librarian's Report**: Mindy reported a visit to Ledgestone Assisted Living regarding the Talking Books Program. Library summer programs will begin June 1, 2024. May is Library Forgiveness Month with a present total of over \$16,000 being forgiven. Mindy also presented two suggested changes to Board Policy. First reading of changes are availability of the Meeting Room during the summer; and the prohibition of Programs involving sales of goods and services. She also has sent in the Hays County Grant Application and is proposing closing the library on August 14th and 15th after school resumes and use these two days for three purposes: Inventory, Staff Training, and Carpet Cleaning. Mindy continues working on the Election timeline and deadlines for various forms that need to be sent to the Elections Registrar.
- **Treasurer's Report** Melva directed the Board to the PFIA report in the packet. She also asked Mindy to report on how Business Operations and the Bookkeeper duties are being split up.
- **Sales Tax Revenue and Potential local agreement with Hays County ESDS**: Lesli reported that she has found over 400 businesses that are remitting sales tax monies to the ESDs but not to the library and yet they cover the same taxing territory. She will work on a method to contact these entities and/or the State Comptroller's Office.
- **Segregation of Operations and Capital Campaign Funds**: Bren Bassett, Library Bookkeeper, has set up a system to segregate these funds.
- **New library planning and design**: Bob reported that 90% of the Design Development bill has been paid. Also, the replat of both new and existing library lands is on hold as we wait for USDA approval of our request for funding.
- **TIRZ Board update**: Missy reported that TIRZ has approved the designation of the Library as a Priority Project. As such, TIRZ might be able to help with the cost of various outdoor projects for the new library. Also, Hays County might be able to help with the cost of library construction through a bond program.
- **USDA Construction Loan**- Lesli is continuing to work with the Financial Feasibility Auditor and his contract for services. Missy recommended that the contract be sent to Kate Leverett for review. Lesli, Mindy and staff will continue working on the documents which have been requested by the Auditor. The PAFR (Preliminary Architectural Feasibility Report) has not been submitted as Hays County is still working on various parts of it.
- **First Reading** of proposed library policy changes on the meeting room availability and programs involving sales of goods and services.

- Executive Session: none

ACTION ITEMS

- On a motion by Bob Richardson and seconded by Marcie Cochran, and there being no further discussion, the Board accepted and approved by unanimous vote the amended minutes for the April 17, 2024, Board Meeting.
- 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 financial reports for March 20, 2024.
- On a motion by Marcie Cochran and seconded by Bob Richardson, and there being no further discussion, the Board accepted and approved by unanimous vote the Capital Campaign report.
- On a motion by Marcie Cochran and seconded by Melva Codina, and there being no further discussion, the Board accepted and approved by unanimous vote the Librarian's report.
- The Treasurer's quarterly PFIA report – no action
- Approve interlocal agreement to facilitate sales tax revenue analysis – tabled.
- Action on process modifications regarding Operations and Capital Campaign funds – no action
- Approve banking and credit card modifications – no action.
- On a motion by Marcie Cochran and seconded by Bob Richardson, and there being no further discussion, the Board accepted and approved I. Baily as the Financial Feasibility Report Auditor contract as negotiated and modified by library attorney with Missy Atwood as the designated person to sign the contract.
- Action on needed approval as needed for new library planning and design – no action.
- Approve action to facilitate work with TIRZ #1 and 2 regarding funding – no action.
- Action on USDA construction loan application - no action

On a motion by Marcie Cochran and seconded by Melva Codina, the meeting was adjourned at 10:53 a.m.

Respectfully submitted,

Melva Codina

Melva Codina
Board Secretary