

Dripping Springs Community Library District
August 21, 2024

Present: Missy Atwood, Bob Richardson, Melva Codina, Marcie Cochran
DSCCL - Sarah Rose

Call to order at 8:40 a.m.

REPORTS/DISCUSSION ITEMS

- **Capital Campaign Report**: Sarah presented her monthly report. She reported that \$1,346 million (27%) has been raised with \$735 thousand plus (15%) of outstanding pledges. She is continuing to contact several foundations for their monetary support. She has been in contact with Carlin Ray to set up the glass butterfly design sessions as well as a sample of butterflies exhibited in the current library. Discussion of ways to exhibit donor names created various ideas: a collage of the butterfly creation samples, a book made of hard acrylic or metal which could be displayed within the library, a vault with a sliding catalog with the types of donations made. The campaign direct mail/email expenses were also reviewed. Sarah also presented the Board with her plan to cut back her hours beginning January 2025 and terminating her employment by June 2025.
- **Librarian's Report**- Library Director, Mindy Laird, was on jury duty and was not present to discuss the report. The Board reviewed Mindy's update on the lightning strike and the insurance company's assistance in improving the facility and replacing the destroyed library resources.
- **Treasurer's Report** – The library continues to improve its bookkeeping procedures into a totally online process. As of July 18, 2024, the Tex-Pool Prime account has almost 3 million dollars with monthly interest around \$11,000. Melva reported that there will be a TEAMS meeting with Avenu/Muni. Missy asked that it be postponed until Lesli Cathey can join the meeting. Melva will contact Avenu.
- **Sales Tax Revenue and Potential local agreement with Hays County ESDS** – Lesli sent Missy a report regarding 62 outstanding major accounts who did not forward sales tax monies to the library. She has sent those to the Comptroller's Office for their review.
- **USDA Construction Loan**- The Financial Feasibility Study, which is required by the USDA, should be completed by September 2024.
- **New Library Planning and Design** - Bob reported that the replat of the existing library land and the three lots on Bennie Lane for the new library have been completed. The City of Dripping Springs has approved the wastewater request. The existing library now has a connection to the water taps on the east side of the property and this will connect to the new library as well. The new library is converting from spray septic field to drip septic field. Bob recommends that the Board approve \$13,000 for this change to be paid from the Capital Campaign funds. Terracon has completed the Environmental Report but has not submitted it to USDA yet. The cultural section of the report is fine, and no cultural artifacts were found on any of the library's properties. Under the Biological section, Terracon found 1.8 acres of potential habitat. Terracon is collaborating with a biologist to submit a \$1000 application fee for the environmental habitat report to the Hays County Regional Habitat Conservation Plan for the new library property. The Board will continue working with PGAL and has agreed to continue paying up to 95% of their fee at this time.
Third and Final Reading- The Board considered the third and final reading of the Meeting Room Policy changes on availability and programs involving sales and services suggested by Library Director, Mindy Laird.
- **Community Heart and Soul Project** - tabled.

- **Request Form for Challenge of Library Materials** – The Board reviewed the Book Challenge which had been submitted by a library patron. Board members researched the book’s reviews by several book organizations and the Library policy manual.
- **Executive Session:**
The Board entered Executive Session at 10:30 a.m.

Discussion centered on

The appeal to the Texas Workforce Commission of the Unemployment Claim of a former library employee.

The presentation of a present employee’s development plan for consideration of tuition funding beginning with the 2024 Fall Semester.

The Board left Executive Session at 11:15 a.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 by unanimous vote the financial reports for June and July 2024.
- The approval of minutes for June was tabled.
- Capital Campaign Coordinator’s Report – no action.
- Revised Capital Campaign budget – no action
- Librarian’s Report – no action
- Treasurer’s Report – no action
- 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 a payment of \$13,000.00 to retrofit the existing library septic fields to accommodate a better storm-water management process for the new library.
- 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 payment of \$1000.00 application fee to submit the environmental habitat report to Hays County Regional Habitat Conservation Plan for the new library.
- 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 policy changes to the Meeting Room Policy on availability and conditions of use.
- On a motion by Marcie Cochran and seconded by Bob Richardson, and there being no further discussion, by unanimous vote, the Board declines to approve the patron’s challenge to the book, Kid Olympians, Summer. The Board determined the item meets the library’s material selection and collection development criteria and will remain in the current collection.

On a motion by Marcie Cochran and seconded by Bob Richardson, the meeting was adjourned at 12:00 p.m.

Respectfully submitted,

Melva Codina

Melva Codina
Board Secretary



Meeting Room Policy

Meeting Room

Purpose

In keeping with the Library's mission and strategic initiatives to “connect people and ideas”, the Dripping Springs Community Library meeting room is available for use by community groups for informational, educational or cultural meetings and programs when not needed for library purposes. Use of the library meeting room does not imply endorsement by the library staff or Trustees of the viewpoints presented.

Policy

The Library Board encourages the widest possible use of the library meeting room by government agencies and nonprofit community groups as long as this use does not interfere with the normal functions of the library.

- All meetings shall be open to the public.
- Room may be used for educational, cultural, informational or governmental/civic activities and may include public lectures, panel discussions, workshops and other similar functions.
- Room bookings are subject to cancellation with two weeks' notice if the room is needed for library programming.
- Programs involving the sale of commercial products or services, or programs sponsored by a business firm, regardless of purpose, are prohibited except for those covered by the library policy, which allows performers at Dripping Springs Community Library programs with prior approval to sell products related to their performance.
- No admission fee, registration fee, donation or monetary solicitation may be sought from meeting attendees unless the library co-sponsors the program.
- Room will not be used for personal or family purposes.
- Groups may reserve space for up to six meetings in a six month period. No single group may have more than six meetings in a six month period unless the Library is a
 - co-sponsor.
- Users agree to abide by all regulations of the library relating to the use of the facilities and accept responsibility for all damages caused to the building and/or equipment beyond normal wear.

Charges

There is no charge for use of the meeting room. Library staff should be notified in advance of cancellations. If the meeting is canceled with less than 24 hours' notice, the group may be disqualified from future use of the rooms.

General Rules and Regulations Regarding Meeting Room

Applications/Reservations

- Groups interested in using the library meeting room must first fill out an "Application for Use of Library Meeting Rooms." This application must be on file with the administration/director at least one week prior to the first scheduled meeting date.
- An authorized adult representative of the group must request use of the meeting room and fill out the application form. By signing the form, the applicant agrees that the "General Rules and Regulations Regarding Meeting Room Use" has been read and understood. Failure to abide by these regulations may disqualify the group from future use of the room.
- The group accepts financial responsibility for any and all damage caused to the building or equipment beyond normal wear. The group contact person will be responsible for any charges incurred by the group.
- The meeting room is scheduled on a first come, first served basis.
- Reservations may be made no more than six months in advance. However, the Library does reserve the right to cancel a scheduled meeting with 2 weeks' notice if the room is needed for library programming. The library will make every effort to avoid a cancellation but does reserve that right.
- Room reservations may be called in but are not confirmed until the application form has been completed, signed and processed.
- Library staff should be notified in advance of cancellations. If the meeting is canceled with less than 24 hours' notice the group may be disqualified from future use of the rooms.
- Meetings at the library will be posted on the daily schedule board in accordance with the information submitted at the time of the reservation.

Conditions of Use

Schedule

- Meetings must be held during regular library hours.
- Meetings must end on time so the room can be cleared or prepared for other meetings. All meetings must end 15 minutes before closing.

Open Meetings