

Dripping Springs Community Library District  
December 18, 2024

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

Call to order at 8:41 a.m.

**REPORTS/DISCUSSION ITEMS**

- **Capital Campaign Report**- Sarah reviewed the results of Direct Mail and email requests and the cost of those mailings, the numbers of the donations, and the number of mailings. Christina Thompson's contract needs to be renewed. Sarah will move to a 30-hour work week in January. The Board reviewed the Transition Plan which Sarah proposed which changes her to a volunteer position later in 2025. The Golf Tournament is still in the planning stages. Discussion began regarding unrestricted and restricted donations and how to recognize each.
- **Librarian's Report**- Mindy reported that the E-Rate should begin earning money for the library this next month. It should be a partial or full reimbursement and will be noted as a separate line item on the 2025 Budget. The library is moving to Am Check and leaving PayChex. A Paypal account has also been set up.
- **2025 Budget** – Hays County has awarded the library \$40,000 which will go toward the 2025 Operating Budget as a separate line item Some of the money may go into Program Services or Collection Development.
- **Treasurer's Report** - Lesli has requested that a meeting be setup with Avenu-Muni services. Melva will contact Indar Bhati to set this up. Subjects to be discussed are services, projection process, increase of monies for the future, and new library expenses. Melva presented a form from the FDIC which needs to be signed and sent to Sunflower Bank to renew a securities guarantee which had lapsed when Sunflower Bank bought Pioneer Bank. The Board had not been made aware of that until now.
- **New library planning and design** – PGAL has begun working on new ideas to lower the cost of the new library. Bob met with the Biologist for Hays County. She recommended that the library write off the fees to the U S Fish and Wildlife. This is due to the area being designated a fragmented habitat.
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- **USDA Construction Loan**- Lesli is still working on the revised USDA application and its sixteen parts.
- **TIRZ Board Update** – no action
- **Potential plan for alternative financing for new building** - Missy will have a meeting on January 6, 2025, with Hays County Commissioner Walt Smith and County bond personnel to discuss possible bonding opportunities for the library through the county.
- **TIRZ Board Update**- no action
- **Patron request for reconsideration of materials**—A patron has requested that a book found in the Children's section be removed due to inappropriate information. The Board read the book to evaluate its appropriateness. The Board does not have the staff to evaluate every book but does encourage patrons to review research materials and websites to aid in learning more about book contents prior to checking out a book for their children.
- **Executive Session:**

On a motion by Marcie Cochran and seconded by Bob Richardson, the Board entered into Executive Session at 11:25 a.m.

Discussion was regarding the evaluations of Olivia Ochoa, Children's Director, and Mindy Laird, Director of the library.

The Board left Executive Session at 11:45 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 minutes for the November 11, 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 November 11, 2024.
- Action on Capital Campaign Coordinator's Report – No action
- Action of Librarian'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 the 2025 Budget.
- Action on Employer/payer status with Texas Unemployment Commission - tabled
- On a motion by Melva Codina and seconded by Marcie Cochran, and there being no further discussion, the Board voted to accept Treasurer's Report and the application to assure appropriate securities for Sunflower Bank accounts.
- New Library planning and design – no action
- USDA application process and environmental report and financial feasibility reports – no action
- On a motion by Melva Codina and seconded by Bob Richardson, and there being no further discussion, the Board declined to flag the material that a patron has presented. The Board encouraged patrons to use other resources for evaluating books for their children which they may deem inappropriate.
- On a motion by Bob Richardson and seconded by Marcie Cochran and there being no further discussion, the Board approved and renewed the annual Contract Services Agreement for the Communications Consultant.
- Approval of updated job description and posting modifications for the Capital Campaign Coordinator's position – no action
- On a motion by Marcie Cochran and seconded by Bob Richardson and there being no further discussion, the Board approved by unanimous vote the performance evaluation and salary increase consistent with the 2025 Budget for Mindy Laird, the Director of the Library.
- On a motion by Marcie Cochran and seconded by Bob Richardson and there being no further discussion, the Board approved by unanimous vote the performance evaluation and salary increase consistent with the 2025 Budget for Olivia Ochoa, Children's Library Director

On a motion by Marcie Cochran and seconded by Melva Codina, the meeting adjourned at 12:05 p.m.

Respectfully submitted,

*Melva Codina*

Melva Codina  
Board Secretary

