

Dripping Springs Community Library District  
Minutes  
June 18, 2025

Present: Missy Atwood, Bob Richardson, Melva Codina, Marcie Cochran, Paul Schrier

Mindy Laird, Lesli Cathey

Call to order: 8:39 a.m.

- Auditor's Report--Mindy reported that the auditor, Kayla Wallace, was unable to attend as the report was not completed. Missy recommended to the Board that a letter be sent to Ms. Wallace regarding the need for completion of the audit. The audit was to be completed earlier this year.
- Librarian's Report – Summer Kickoff had over 700 participants. Contour Strategies and Mindy have begun revising the library's Case for Support. Contour Strategies is also partnering with DSCL to develop a proposal for applying to the LCRA for a grant opportunity in funding the Children's Patio and Lawn at the new library. The library has also received annual accreditation from the TSLAC for FY 2025.
- Mindy included several bills that were presented to the Legislature this past session which related to library districts.
- RFQ Committee for Project Management- Bob reported that the committee was continuing to evaluate candidate submissions and is working to identify a leading qualified prospect from the respondents and would be moving toward the next step under the RFQ process to request a scope of work and cost estimates from the top candidate.
- Mindy presented the paperwork needed to be completed for the November General Election.
- PFIA Quarterly Report - Melva reported that the library finances have a book value of over \$4 million.
- The Board conducted a review of board positions and monthly standing meeting dates. Marcie made a motion to elect a slate of Missy Atwood, President; Bob Richardson, Vice President; Melva Codina, Secretary; Paul Schrier, Treasurer. Bob Richardson seconded the motion and the vote was unanimous. A monthly standing meeting date of the third Wednesday of the month at 8:30 a m also accepted.
- RFQ for annual audit- Lesli has created an RFQ for an auditor to review library finances yearly. Missy suggested that library counsel should review this request prior to it being distributed.
- Participation in the state unemployment tax contribution- Mindy reported that after more research, she would recommend that the library continue with our status as a non-profit non-contribution entity.
- New library planning and design – no current updates
- Funding options- Lesli has been working on a preliminary capital improvement plan on bonding options for the \$35 million needed to build the new library.
- Missy also reported that the TIRZ budget committee has approved allocating \$500,000 loan to the library in the 2026 budget. The funds might be available yearly through an ILA with the TIRZ, the city, and Hay County.
- Mindy presented a proposed draft of an MOU with the FODSCL (Friends of the Dripping Springs Community Library). The Board reviewed the proposal and agreed to have it presented to the Friends.

On a motion by Melva and seconded by Bob, the Board entered Executive Session at 10:17 a.m.

The Board left Executive Session at 11:12 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 May 7, 2025, Called Board Meeting.
- On a motion by Marcie Cochran and seconded by Bob Richardson, the Board voted to accept and approve the revised Minutes for the May 21, 2025, Board Meeting. The change was accepted and the Minutes approved by unanimous vote.
- On a motion by Melva Codina and seconded by Paul Schrier, and there being no further discussion, the Board accepted and approved the financial reports for May 21, 2025.
- Auditor's Report – no action
- Librarian's Report – no action
- RFQ for Project Management Services – no action
- On a motion by Bob Richardson and seconded by Marcie Cochran, and there being no further discussion, the Board accepted and approved the Hays County Contract and Agreement for the November Board Election and authorized Missy Atwood to execute the contract on behalf of the Library.
- 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 PFIA Quarterly Report and any necessary follow up action.
- On a motion by Marcie Cochran and seconded by Bob Richardson the following Board positions were elected by unanimous vote: Missy Atwood – President; Bob Richardson – Vice President; Melva Codina-Secretary; Paul Schreier—Treasurer.
- On a motion by Paul Schreir and seconded by Bob Richardson, and there being no further discussion, the Board accepted and approved the RFQ for an auditor to perform the annual audit subject to input from our attorney on the insurance requirement found in Attachment A.
- On a motion by Marcie Cochran and seconded by Paul Schreir, and there being no further discussion, the Board accepted and approved by unanimous vote the library's continued status as a non-profile non-contributing entity within the Texas Workforce Commission.
- Action on any new library construction – tabled.
- Action on funding options, tabled.
- On a motion by Marcie Cochran and seconded by Bob Richardson, and there being no further discussion, the Board unanimously voted to authorize Missy Atwood to enter discussions on a potential ILA regarding funding options with TIRZ, Hays County, and City of Dripping Springs.
- On a motion by Bob Richardson and seconded by Melva Codina, and there being no further discussion, the Board unanimously voted to approve the MOU between the Library and the FODSCL.
- On a motion by Marcie Cochran and seconded by Bob Richardson, and there being no further discussion, the Board unanimously voted to approve the amended job description for media services and authorize the Executive Director to enter an interim/temporary contract for Communications Manager.
- On a motion by Paul Schreir and seconded by Marcie Cochran, and there being no further discussion, the Board unanimously voted to an amended job description for the Assistant Director of the Library with a modification made to her annual salary.

On a motion by Marcie Cochran and seconded by Paul Schreir, the Board adjourned the meeting at 11:35 a m.

*Melva Codina*

Melva Codina

Board Secretary