Dripping Springs Community Library District
Amended Minutes
October 22, 2025

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

Mindy Laird

Call to order: 8:40 a.m.

- **Director's Report:** Mindy and Jessica attended a conference in St. Louis to investigate the possible acquisition of an Outreach vehicle for the library. Mindy also attended the National Director's Summit and learned that the library needs to create an AI policy. Only one submission has been received through RFQ for auditing services. The company is West Davis & Company who provide this service to 7 of the 15 special district libraries. His charge is $7500 which is $5000 less than our previous auditor charged. Mindy reported that she had sent an RFQ submission to the previous auditor, but she did not receive a submission from her. The item will be placed on the November agenda. The Golf Tournament has been set for Plum Creek Golf Course in Kyle on Monday, March30 with an 8:00 start. The cost is $68.75 per player (including greens fee, and golf cart). To better publicize our RFQ's, the library will join the RFQ Posting Forum with Mindy being responsible for setting this up.

- **Interim Report on the Capital Campaign from Contour Strategies-**

  *Several donors were identified with gifts of $15k or more. These individuals also volunteered to help with prospective donors
  *Volunteers need to be utilized with specific asks and follow-up
  *The 40th Anniversary Celebration was a positive step for these donors. A special graphic will be created for this event.
  * Possible Home Tours with exclusive invitation
  *Lots of interest in Status Events based on feedback from the interviews
  *Lack of clarity in funding was mentioned. The campaign needs to work on this.

- **Update on Financing:** A meeting with the City of Dripping Springs to discuss options for financing via City-issued C/O bonds will take place soon. The Board has been told that it is possible to find a General Contractor who would provide financing as a part of their package. Bob raised question of whether we move toward development permitting as this will take at least 6 months to complete. Lesli will reach out to previous private banks/financing entities we had previously consulted and get information regarding interest and willingness to provide financing.

- **Update on FODSCL** – Brian Hale and Natalie Mahany
  A historical overview of the Friends: Began in 1983 and became a 50l.3 in 1998. Its primary mission is to promote library programming; fundraising is for that purpose. The Board attended training via PEC to help clarify their mission and goals as well as to create a Plan of Work. The Pouring Over Books event will be held on March 1, 2026. The author for the event will be Elizabeth Crook, author of several Texas historical novels.

- **Bookmobile/Outreach Vehicle/Library on Wheels –** The name of the company chosen by Mindy and Jessica's research is TechOp Specialty Vehicles. The size of the truck they believe best fits our needs is on the Ford F350 platform and both sides of the truck can pop up with storage in the back. No special driver's license is required. The cost can be $200k to $250k with most of this covered by ARPA funds and Library funds as well as an end of year outreach fundraising effort to purchase the vehicle. Costs will be for an employee to work for 10 hours in this outreach effort, auto insurance, gasoline, and maintenance.

- **2026 Operating Budget –** The Board reviewed the draft budget. The budget includes outreach vehicle, 3% COLA across the board. Paul emphasized the need to remain competitive on salaries for key personnel (Mindy and Jessica and other employees)

- **CMAR –** Bob and JMT project manager have been working on RFQ document with Kate Leverett. The document will be put out for 3 weeks and we will gather a committee to evaluate the criteria in the RFQ. It is anticipated that it will be a short list of 3-5 people. The committee would like to go back to the top contenders for a scope of work and fees for our further evaluation. The CMAR evaluation committee could interview and then bring a recommendation to the Board. The schedule could be as follows: Issue RFQ 10-27-25; proposals back by 11-21-25; short list identified 12-4-25 with request for further information; a final recommendation could be finalized by March, 2026.
  Lesli has suggested that we should have a date for pre-bid questions to be submitted as well as a plan to issue one addendum prior to receiving proposals.
  PGAL could begin construction documents to start May 2026- March 2027. Civil engineers could begin sooner to present our plans to the City of Dripping Springs and Texas by early 2026. Our hope is to get site development plans to the City and TCEQ by July/August 2026. Bob has recommended this approach.
  CMAR Committee – Bob, Mindy, Paul, Michael Lloyd, Lesli Cathey, JMT project manager
  Fees:
  Civil Engineering cost - $64,940 (already in PGAL bid)
  DS License to encroach - $8500, hourly NTE.
  Remaining on-site design coordination - $1400 hourly
  Black River on-site services – septic design coordination $16,500
  Paul stresses that we need to have flexibility to abandon outdoor spaces to preserve plans to get the building done if we can't get 100% financing or costs come in higher than expected.
  Building could open in September 2028.
  The Board is in favor of authorizing PGAL to engage a civil engineer to work on the site development plan submission.

Action Items

- On a motion by Bob Richardson and seconded by Paul Schreier, and there being no further discussion, the Board accepted and approved by unanimous vote all minutes for the three September 17, 2025, meetings.

- On a motion by Paul Schreier and seconded by Bob Richardson, and there being no further discussion, the Board accepted and approved by unanimous vote the financial reports for September 17, 2025.
- On a motion by Bob Richardson and seconded by Paul Schreier, and there being no further discussion, the Board approved by unanimous vote authorized the director to enroll in the Texas SmartBuy Membership program.
- On a motion by Paul Schreier and seconded by Bob Richardson, and there being no further discussion, the Board unanimously approved the acquisition and end-of-year fundraising effort to purchase an Outreach Vehicle for the library.
- On a motion by Paul Schreier and seconded by Bob Richardson, and there being no further discussion, the Board unanimously voted to approve entering into an agreement with Plum Creek Golf Course for the annual golf tournament fundraiser to be held March 1, 2026.
- On a motion by Bob Richardson and seconded by Paul Schreier, and there being no further discussion, the Board voted unanimously to approve the issuance of RFQ for construction manager at risk with criteria to be finalized by Bob and Mindy and approved by legal counsel.
- On a motion by Bob Richardson and seconded by Paul Schreir, and there being no further discussion, the Board unanimously voted to authorize PGAL to engage a civil engineer to work on the site development plan submission.
- On a motion by Paul Schreir and seconded by Bob Richardson, and there being no further discussion, the Board voted unanimously to authorize Lesli Cathey to investigate and report to the board on additional private financing options or alternative bonding for the new library building.
- On a motion to adjourn by Paul Schreir and seconded by Bob Richardson, the Board adjourned at 12:05 PM.