

Dripping Springs Community Library District
March 20, 2024

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

Call to order at 8:39 a.m.

REPORTS/DISCUSSION ITEMS

- **Capital Campaign Manager's Report** – Sarah reported her progress towards Library Giving Day, April 3, and her presentations at various local book clubs and businesses in the area in preparation towards Library Giving Day.
- **Presentation-** Kimberly Briers from IT Girls – Tech Ninjas spoke to the board regarding a possible relationship with the company solely on a contract basis. She stressed some deficiencies she found in the library's IT:
 - Cybersecurity awareness training - \$10 per person
 - A new server is needed.
 - Segmenting networks
 - Better cybersecurity

Ms. Briers also spoke about the library IT person, Alex, and his need for more information regarding the Type of internet services the library will need to improve cybersecurity at the present and the future. libraries.

- **USDA application-** Lesli Cathey reported that she is attempting to find a CPA to work with as she continues putting the USDA application together. A CPA is needed to assess the financial feasibility study of the library. She has been in contact with the Eide Bailly company for these services. An environmental and archaeological survey is also needed to verify that there is no endangered species living in the new library property (TERACON). The total cost of these surveys is approximately \$9700.00. Bob reported that the environmental study is ongoing and should be completed within the next 60 days. Lesli will contact the CPA to begin working on the study.
- **Sales Tax Revenue Analysis** Lesli also reported that she and John Kroll are still reviewing the information from Avenu-Muni as they work on finding information regarding the slump in sales tax revenue.
- **Librarian Report** – Mindy reported that she is preparing the information regarding the TSLAC E-Rate certification for 2025 towards recouping monies on our wireless system. The deadline for 2024 has passed and we did not turn in an application on time. The ESD #1 has loaned the library an AED until they can acquire one to loan to us on a permanent basis. The staff will also receive training on this. Sarah and Mindy met with the Hearts and Souls Committee of Dripping Springs to find ways of supporting the Committee's goals of meeting community social needs. Mindy is continuing to assess various positions in the library which could be combined with other positions to maximize staff time and improve staff costs. She has also been interviewing possible candidates to fill the open positions.
- **Treasurer's Report** - Melva reported that a list of the new users and contacts for the Bank of America credit card was sent to the bank but the bank inadvertently terminated the credit card instead. Mindy has contacted them to clarify the matter and has had a credit card expedited to her so that the library can continue using the card to pay accounts and receive payments. Melva applied for a second credit card for Capital Improvement and Sarah has it to pay for needed items. A second Capital Improvement credit card with Mindy's name has been received and has been stored for safekeeping.

- Mindy will contact the Bank to clarify who the contacts are for these cards. Melva and Mindy will continue work on segregating Operations funds and Capital Campaign funds from each other.
- **Maximizing of Capital Improvement funds** – Melva will contact Sunflower Bank to discuss banking options to capitalize on our funds.

Executive Session:

The Board entered executive session at 10:43a.m.

Discussion of personnel and budgetary information.

The Board left executive session at 11:24.

- **New building – PGAL/720 and City of Dripping Springs** – no action
- **TIRZ Board information** – none
- **Second Reading** – Proposed library policy changes regarding library privacy policy and library fines and fees.

ACTION ITEMS

- 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 minutes for the February 21, 2024, Board Meeting.
- On a motion by Melva Codina and seconded by Marcie Cochran, and there being no further discussion, the Board accepted and approved by unanimous vote the financial reports for February 21, 2024.
- 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 Capital Campaign Manager’s report.
- Librarian’s Report – No action needed.
- 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 to continue working on the TSLAC E-Rate application for 2025.
- Treasurer’s Quarterly Report – tabled.
- On a motion by Melva Codina and seconded by Marcie Cochran, and there being no further discussion, the Board accepted and approved by unanimous vote to have Melva and Mindy continue work on modifications to segregate and make available Operations and Capital Campaign funds, including banking and credit card options.
- On a motion by Melva Codina and seconded by Marcie Cochran, and there being no further discussion, the Board accepted and approved by unanimous vote a process for moving forward to secure an IT consultant/vendor/broker to aid in researching present and future library needs.
- Interlocal agreement regarding sales tax revenue – No action
- Action on approving any necessary banking or investment options regarding Capital Improvement – No action.

- Approve banking and credit card modifications to segregate and make available Operations and Capital Improvement funds. No action.
- Approve potential financing options – No action.
- New Library planning – No action
- Approve action to work with TIRZ # 1 and 2 to maximize funding of new library –No action.
- 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 both the CPA, Eide Bailly, to help with the financial feasibility report and the payment for an environmental report. Both studies are needed for the USDA application.

On a motion by Melva Codina and seconded by Marcie Cochran, the meeting was adjourned at 11:40 a.m.

Respectfully submitted,

Melva Codina

Melva Codina
Board Secretary