

Dripping Springs Community Library District
April 17, 2024

Present: Missy Atwood, Bob Richardson, Melva Codina, Marcie Cochran
DSCL - Sarah Rose, Mindy Laird,
Lesli Cathey
Kayla Wallace, auditor

Call to order at 8:41 a.m.

REPORTS/DISCUSSION ITEMS

- **Capital Campaign Report:** Library Giving Day was a success. A total of \$335,000 was donated to the Capital Improvement fund. The founder of the Library Giving Day program also acknowledged Sarah's hard work. Sarah presented her monthly report and her plans for May and possible activities for the rest of 2024. She will continue presenting a Capital Campaign Budget Report monthly.
- **Librarian's Report:** Mindy reported that she has hired a Business Operations Manager, Carly Hardcastle. Sarah and Mindy will participate in the Community Heart and Soul organization. Mindy will serve on the Board as the Library representative.
- **Treasurer's Report -** Melva reported that Sunflower Bank does not have a credit card with cash rewards and that she will continue to find ways to streamline the library's financial picture.
- **Potential local agreement with Hays County ESDS:** The Board will consider reaching out to the ESDs regarding sales tax information and verification of that analysis.
- **Segregation of Operations and Capital Campaign Funds:** Melva reported that the funds in TexPool are doing very well. As part of her audit, Kayla has suggested that within the Capital Campaign budget, three areas should be tracked separately: the cost of the building and revenue for building cost, pledges from donors, and the Capital Campaign budget and costs.
- **Audit Report:** Kayla Wallace presented her audit report.
- **Sales Tax Revenue:** Lesli is continuing her research into the library sales tax information furnished by Avenu/Muni. A letter will be sent to the Comptroller regarding our investigation into the drop in sales tax income.
- **New library planning and design:** Bob reported that PGAL has requested \$83,600 for the following:
 - Environmental/habitat report
 - Antiquities cultural report
 - On-site septic engineering
 - License for Right Of Way permit

Also discussed were the next steps in the building process (CMAR to be chosen, USDA approval for a Grant)

- **TIRZ Board update:** Missy reported that the TIRZ Board has requested cost estimates for various outdoor projects as part of the new library. TIRZ might be able to fund those projects and designate the library as a priority to receive funding. This would also enable the library to receive some County funds as well.
- **USDA Construction Loan:** Lesli reported that the completed application was received by USDA and that now we wait for a reply from them. Lesli is gathering the information needed by the auditor (Eide Baily) who will conduct a feasibility study as the next part of the USDA grant application.
- **Third and final reading:** Proposed library policy change regarding library fines and fees. Proposed library policy changes regarding library privacy policy.

Executive Session:

The library entered executive session at 1:30 p.m.

Discussion was regarding the Capital Campaign Manager Annual Evaluation. Also discussed were streamlining library staff job responsibilities.

The Board left executive session at 2:00 p.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 March 20, 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 March 20, 2024.
- Capital Campaign Manager's report. No action
- Librarian's Report – No action
- Treasurer's Quarterly Report – no action
- On a motion by Bob Richardson and seconded by Marcie Cochran, and there being no further discussion, the Board will consider an agreement with ESDs in North Hays County. Missy Atwood will be the contact person.
- Approve banking and credit card modifications to segregate and make available Operations and Capital Improvement funds. No action.
- Approve potential financing options – No action.
- On a motion by Bob Richardson and seconded by Marcie Cochran, and there being no further discussion, the Board approved a payment of \$83,600 to PGAL.
- Approve action to work with TIRZ # 1 and 2 to maximize funding of new library – No action.
- Approve action on the USDA construction loan/grant including environmental report and financial feasibility report. No action
- On a motion by Bob Richardson and seconded by Marcie Cochran, and there being no further discussion, the Board approved the employment evaluation of Sarah Rose, the Capital Campaign Manager.
- On a motion by Bob Richardson and seconded by Melva Codina, and there being no further discussion, the Board approved the proposed library privacy policy provisions and the proposed library fine and fee policy provisions.
- Action on utilization of library bookkeeper to assist with capital campaign fundraising. No action
- On a motion by Marcie Cochran and seconded by Melva Codina, and there being no further discussion, the Board accepted the audit conducted by Kayla Wallace as well as recommendations.

On a motion by Marcie Cochran and seconded by Melva Codina, the meeting was adjourned at 2:10 p.m.

Respectfully submitted,

Melva Codina

Melva Codina
Board Secretary

