

Blanco County South Library District

Board of Trustees Meeting

Monday, June 23, 2025

9:30 A.M. Library Conference Room

MINUTES

Attendees: Nancy Cline, Jack Twilley, Sibby Barrett, Andrea Whitesides, Pat Clewell-Smith, Evann Ramsey, Marilyn Melton, Crystal Spybuck, Debra Raimond, Gary Davis, CPA

Call to Order: 9:30

Public Comments: There were no public comments.

Approval of May 13, 2025, Minutes: Jack moved to approve the minutes; Sibby seconded. Minutes were approved.

Unfinished Business

1. Oath of office for Debra and Andrea: Andrea will complete the oath of office before our next meeting.
2. Website design deadline: end of July. There are a few items that need fine tuning, but the website should be finished on time.
3. Report on water sample:
 - a. The sample sent to Johnson City has not been completed.
 - b. Sibby will take a sample to Austin for testing.
4. Approval of 2025-2026 budget
 - a. The budget was reviewed.
 - b. Sibby moved to approve the 2025-2026 budget, Andrea seconded, and the budget was approved.
5. Status of audit:
 - a. Mr. Davis presented the results of the audit.
 - b. We are in good standing in the fund balance.
6. Staff evaluations completed
7. Report on Pocket Meadow: Marilyn and Sibby reported.
 - a. There will be a barn structure in place of a traditional gazebo. This will provide classroom space as well as a viewing area.
 - b. The sign is being designed and constructed by Thaddeus Mallard.
 - c. Katie is actively looking for grants to develop/support the pocket meadow project.

New Business

1. Election of new officers: This item has been tabled until all oaths of office have been completed.
2. Determine library holidays for 2025-2026: The library will be closed on the following dates:
 - *Independence Day: Friday, July 4, 2025
 - *Labor Day: Monday, September 1, 2025
 - *Thanksgiving: Thursday, November 27; Friday, November 28; and Saturday, November 29, 2025
 - *Christmas: Wednesday, December 24 and Thursday, December 25, 2025
 - *New Year's: Wednesday, December 31 and Thursday, January 1, 2025
 - *Memorial Day: Monday, May 25, 2025

Andrea moved to approve the proposed holiday closings. Jack seconded, and the motion was approved.
3. Notice from Comptroller's office re. taxes to be returned: Sibby moved to pay the invoice in full. Andrea seconded, and the motion was approved.
4. Review library policy on law enforcement requests and search warrants
 - a. Crystal has updated the policy based on ALA recommendations.
 - b. Andrea moved to approve the new policy. Sibby seconded, and the motion was approved.
5. Request to purchase conference camera (Owl Labs 360 Camera, \$1, 050)
 - a. Allows for hybrid programs using Zoom
 - b. Jack moved to approve the purchase. Andrea seconded, and the motion was approved.
6. Discussion re. possible retirement benefit for full-time staff: This discussion item has been tabled in order to complete further research.
7. Investment Report – Pat Clewell Smith presented the status of the CD holdings.
8. Friends of the Library Report – Rosalind Ellis: There was no report.
9. Blanco Library, Inc. Report – Marilyn Melton
 - a. The Inc. board is investigating continuing the Doran Endowment.
 - b. The Inc. board would like to fine tune the responsibilities of repairs list.
 - c. There is a proposal to do the building inspection twice a year instead of once a year.
10. Budget and Financial Report: The report was reviewed.
11. Financial Report- Evann Ramsey
 - a. Asked that the May bills be paid. Andrea moved to pay the bills. Sibby seconded, and the motion was approved.
 - b. Evann asked to change the Amazon account to a business account with Crystal, Brian, and herself as users of the account. This would make it easier to monitor and report purchases. The board agreed.

12. Deputy Library Director's Report – Brian Fields submitted his report to the shared files.

13. Library Director's Report – Crystal Spybuck

- a. Allie Frankie is proceeding with proposed programs.
- b. Little Seed Library: Crystal would like for the library to become involved with this program and is investigating further.

Announcements

Next board meeting – July 15, 2025

Adjournment: 11:15

Submitted by Debra Raimond, Secretary