

Blanco County South Library District Board of Trustees Meeting  
Tuesday, April 9, 2019

Call to Order

Meeting was called to order at 9:30 A.M. Attending were Nancy Cline, Millie Jones, Andrea Whitesides, Jim Dyer, Kathee Copeland, Crystal Spybuck, Brian Fields, and Jackie Hellinger.

Public Comments –There were none

Approval of March 12, 2019, Meeting Minutes. Minutes were approved as altered.

Unfinished Business

1. Final report on bus to Waco fundraiser– Andrea Whitesides  
Library made \$408.68 after expenses. In addition the bus company refunded \$250 because of complaints about the quality of the bus.
2. Book bag fundraiser – Crystal Spybuck reported that we are going forward with the project. The bags will be blue cotton with the library cowboy image in white.
3. Election
  - a. Certification of Unopposed Candidates  
Document was signed to be placed in the file and the original to be sent to the county clerk.
  - b. Order of Cancellation  
After document is prepared it will be posted at the library since no election is to be held and thus no polling places.
4. Thin Client computer installation–Crystal reported that the installation was completed and IT support was dealing with glitches.
5. Brian to attend Association of Rural and Small Libraries Conference  
Brian reported that he had be successful in obtaining the grant for cost for him to attend the conference
6. Audit for 2017 - 2018 Millie reported that will begin soon.

New Business

1. Summer reading program  
Planning beginning. Theme is “Stars of the Universe” Dates from June through first Saturday in August. There was a discussion of how recruiting would happen.
2. Purchase of update for Quickbooks software

Options were discussed including getting versions that supported payroll. A motion was approved to spend up to \$500 for the basic upgrade.

3. Chair purchase consideration

Motion approved to spend \$700 for 25 surplus chairs at \$20 each plus shipping if the chairs are judged to be in excellent condition.

4. Consideration of budget items for 2019-2020 budget

There will be a draft budget for next meeting. Discussed possibilities of furniture for the desk area as well as additional storage. (See Crystal's report for more information.) Also some needed upgrades in IT support. May need some computer upgrades as well. Need to get some information on salaries to consider for the budget. Crystal is getting more specific information before the next meeting.

5. Blanco Library, Inc. Report – Pat Clewell sent message noting the May 2 Whiskey Tasting. The ticket is \$25 and the library receives \$15 from each ticket.

6. Friends of the Library Report – Nancy noted the annual meeting is May 7 and the Real Ale bike ride project is May 18.

7. Budget and Financial Reports – Millie Jones

Everything is in good shape. Concern that we may have higher surplus than is desirable.

8. Financial Reports – Crystal Spybuck, Jackie Hillinger

Capital One account closed.

Checking for possible higher interest rates on accounts that need to renew.

Motion to pay the bills was passed.

Motion to increase the credit card limit to the maximum allowed was passed.

9. Library Director's Report – Crystal Spybuck

See report below for details

Announcements

1. Next meeting – May 14, 2019

Adjournment at 11:10

**Library Director's Report**  
**April 2019**  
**By Crystal Spybuck**

- Volunteer update: Volunteer Terri E. has resigned. Linda N. has asked to move to substitute volunteer. We have received one new application.
- Jackie Hellinger hosted a Snap circuits & Discovery STEM program for kids on March 16<sup>th</sup>.
- Security audit: During the month of March, the Department of Public Safety conducted a security audit online and over the phone. We were subject to this audit as per our agreement with the DPS for our secured background checks on potential volunteers. Audits are scheduled every 2-3 years. They found that we were lacking in a couple of areas that we will need to correct.
  - New policy – Review attachment
  - New incident form – required to report specifically Criminal History Record information (CHRI) – Review Attachment
  - Update policy – Right now we have a line worded as:
    - Any printed background files must be secured in a locked cabinet until a decision is made about volunteer suitability. As soon as a decision is reached, all printed background documents must be shredded.
    - **We need to update it saying** “No CHRI may be printed, but if any records are printed, the Library Director will shred it after being reviewed.”
  - Need the ability to disable or otherwise lock down our staff laptops if they are stolen. HOT IT will be offering this kind of service sometime this summer, but it will be an upgraded feature.
- State annual report flag: we received one flag to correct on our annual state report. We usually end up with a couple of flags. Jackie and I were able to correct the flag. Part of the problem is that this year the report was very particular about what government funds were used and what donations/contributions/grants funds were used. More discussion on this at the board meeting.
- Future projects to budget around the library:
  - Upgrading HOT IT package: our contract will come up for renewal this summer and they are increasing their prices in some cases. Now that they are part of the CTLS partnership program we may end up with a discount. More discussion on this during the board meeting and quotes in the future.
  - Front Desk furniture: working on collecting quotes. First one is from Holly Blasi's company “Into the Woods, LLC” is \$4,500. This is based on all wood and original discussion from 2015.

- Storage Room organization: working on a design plan to go for quotes. One business suggestion is for John Jones.
- Replace Computer Chairs: There are approximately 20 chairs we would like to replace around the library.
- Upgrading Quickbooks: discussion earlier in meeting
- Adding direct deposit capability

Wild Woman Weekend: I am presenting 4 programs with Johnson City Library and Blanco Woman's Club will be presenting the larger fashion show. We will allow GoTH to use the large conference room on Friday for their private yoga session while we have an author's program a