Blanco County South Library District

Board of Trustees Meeting Minutes

8 August 2023

9:30am Library Conference Room

The meeting was called to order at 9:30 am and a quorum was established.

Attendees: Nancy Cline, Andrea Whitesides, Jack Twilley, Millie Jones, Joni

Kirkwood, Crystal Spybuck, Brain Fields, Evann Ramsey.

Public Comments: None

The minutes of 18 July 2023 were approved as circulated.

Unfinished Business

1. IT support for the library. There was discussion to continue to search for an IT support business.
2. Discussion to meet with Harvey Lindeman to view investment reports and discuss the possibility of him taking the role of Investment Officer.
3. A new laptop was purchased for the bookkeeper, this unanimous decision was made by the board through email on 31 July 2023. Minutes will be adjusted to reflect this purchase.
4. The City of Blanco will have their budget meeting tonight, Nancy and Crystal will attend, an item of particular interest is continued financial support by the city to the library. It was suggested by the Blanco mayor for the library to possibly have fund raising events in the future if the city is unable to allocated the $15,000.
5. Discussion was made for yoga classes at the library, including prices, times, and dates. This information is being collected and will be shared at a later date.
6. The library will be having an audit in August. Crystal, Millie, and the interim bookkeeper are working to ensure the auditor has all the documents needed in a timely manner.
7. Community outreach, Shred Day will be scheduled for November 4, 2023, 9am -11am. Andrea will reach out to the National Honor Society of Blanco High School for volunteers that day. A bus trip to Lady Bird Johnson Wildflower Center is planned for 24 April 2024. Pricing is being discussed for bus tickets, admission, lunch and the cost of the bus. This will be revisited more information is collected. The library will cover the cost of the bus. Ticket sales will begin in February 2024. Advertising to begin at a later date.

New Business

1. The board discussed the Solar Eclipse of 2024 and events to happen in and around Blanco. The previous Mayor Lumpee allocated two port-a-potties and a hand washing station to be placed at the library at the expense of the city of Blanco. The library will look into the cost of solar eclipse glasses to offer the public for the April event. The possibility of a food truck in the library parking lot or the overflow parking lot, Andrea will talk to Blanco Woman’s Club about making this arrangement. Andrea will contact educational speakers for programs or events before the eclipse date. Discussion was made to ensure parking was available for library patrons. The library will look into the cost of solar eclipse glasses to offer the public for the October partial eclipse also.
2. Salary adjustments were made for the staff due to a Quickbook error, the error was of a monetary benefit to the staff and a consensus was made that it would cost more time, money and effort to fix the mistake than to leave it as is.
3. Per an email from Quickbooks, the 2021 version of Quickbooks will no longer be supported as of July 2023. Evann reported she has had no issue will current 2021 version. Evann suggested the payroll software Gusto may be a good fit for the library if the library transitions to Quickbooks online. Crystal will reach out to Quickbooks to find when the 2021 version will no longer be supported.
4. No Friends of the Library report was given at this time.
5. No Blanco Library Inc report was given at this time.
6. Budget report was given by Millie. There was discussion over the format of the report, printing financial statements using Quickbooks, adjustments made by Evann for easier viewing of the report for the board.
7. Financial report was made by Evann and motion was made and a second to pay the July 2023 bills.
8. Deputy Director Report – see attached
9. Directors Report – See attached.
10. Nancy reported that Amy Arnold requested a meeting with Nancy and Crystal for August 10th to discuss fundraising. She will report a summary of the meeting at the next board meeting.

Announcements

Next Board Meeting will be 12 September 2023 in the library conference room

Adjournments

Meeting was adjourned at 11:20am