

**Blanco County South Library District Board of Trustees Meeting
Monday, February 12, 2018**

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

UNFINISHED BUSINESS

There were no changes to the minutes of the January 9, 2018 meeting. The minutes were approved.

1. Implementing long range plan

a. Increase revenue/decrease expenses

i. Garage sale on parking lot

A possible garage sale was considered for the fall. The possibility of the date of October 13 was discussed.

It was noted by Crystal that an event commemorating the 80th anniversary of library is scheduled for November 18th.

Jim indicated that he and Greg Hinton are meeting and will present more information at a later meeting.

ii. Volunteers

Activities to recruit and train volunteers continue. It was suggested that a report be made at each board meeting that would indicate the total number of volunteers, the number new volunteers, and the numbers leaving.

b. Recruiting board members

Several possible interim board members have been discussed. Andrea Whitesides, one person having an interest in the position, was attending the meeting as an observer. It is expected that Kathee Copeland will join the board after she leaves the presidency of Blanco Library, Inc. in March.

c. Improve communications with schools and community

This has been delayed while other issues are attended to.

2. Follow up on banned patron incident

Crystal reported that the police did not provide a background check. The patron has not been seen in several weeks. Crystal will inform staff and volunteers that the patron is no longer banned.

3. Hiring of bookkeeper

Crystal Spybuck and Millie Jones are preparing a job description. Crystal will make minor modifications to the application form. Start date will be July 1st and pay will be between \$15 and \$20 an hour. Applicants will be interviewed by Crystal, Bonnie,

Brian, and Millie. A classified ad will be placed. Hope to fill the position early enough so that Bonnie Holmes will have time to help train the person and Bonnie is leaving by the end of August. Deadline for applications will be June 16th with interviews to start June 19th.

4. Election filing deadline

Nancy reported that she was trying to check on this and she would report the date and procedures to Millie and Jim when she has the information

NEW BUSINESS

1. Blanco Library Inc. Report

Kathee Copeland was not present but reported to Nancy via email that Inc. is closing out the construction account and transferring the balance of \$22,000 to its Vanguard Mutual Fund. Inc. will elect a new President and Treasurer in March. Inc. is revising and updating their bylaws. They are also working on a donor plaque to be hung in the library conference room.

2. Budget and Financial Reports

Millie Jones reported that the person doing the audits has very little time to do our audit and has offered to refund the money we have already paid her. Millie will investigate hiring someone else and report back to the board.

3. Financial Reports – Crystal Spybuck

Motion to pay the bills was made, seconded, and passed.

The fact that the income from the sales tax continues to be at a higher level was noted and discussed. It appears that we are now receiving the corrected amounts and that it is 25 percent more than we received the previous year.

4. Library Director's Report See attachment for report.

To deal with cash box theft, the transaction box will be checked every day and it will start with \$40, seed money.

A motion to approve a new volunteer personnel policy was made and approved.

5. Jeff Holmes is developing an update of the technology report and needs a board member. Jim volunteered to do it.

Adjournment

**James Dyer
Acting Secretary**

Library Director's Report
January 2018
By Crystal Spybuck

- Volunteer Update: Louise K. has started her Thursday afternoons. Melinda R., Judith W., Charlett B., Debbie M., J.T. M., and Jorge L. will start volunteer training month. We had three more people sign up to volunteer on January 4th.
- We have experienced theft from the cashboxes of about \$140. We think we know who it is and I am dealing with the situation.
- Due to the theft, we are now doing an end-of-day accounting.
- The committee for discussing revising the meeting room policy met on January 2nd and we will meet again on January 16th to refine the recommended changes.
- Blanco A/C came out January 4th and was able to get the heat fixed for the back workroom.
- Cactus Construction is to handle the situation with the ADA compliance issue.
- The staff potluck was on December 13th and was attended by 26 people.
- We are still waiting on the two benches and one final shelving piece to finish the grant items from Tocker.
- We warping up the shelf checks and still working on shelf shifting before putting all of the signage back up. We are also following up on items that appear to be missing or have problems with their author records.
- The Friends of the Blanco Library candy fundraiser went well.
- Blanco Woman's Club dove/angel tree did not go well.
- We have sold about 5 Library t-shirts.
- The police provided a safety class on December 14th to help people be more aware of their surroundings and what to do in an active shooter situation.
- Hill Country Memorial had a CPR class on December 19th. Dorothy, Brenna, and myself attended.
- Need approval for the volunteer personnel policy.