

Blanco County South Library District Board of Trustees Meeting
Tuesday, June 11, 2019
9:30 A.M. Library Conference Room

Call to Order

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

Public Comments-There were none

May 14, 2019, Meeting Minutes were approved.

Unfinished Business

1. Book bag fundraiser – Crystal Spybuck
Book bags have been ordered
2. Oath of office for newly elected Trustees, Kathee Copeland and Andrea Whitesides
To be done later at county office.
3. Approval of budget for 2019-2020
Budget was discussed and a motion to approve was passed.
Issue of handling of Doran endowment interest was considered in detail. Jackie is to reestablish the regular transfer of continuing interest to the library operating funds.
Questions relating to surpluses and deficits were also discussed.
4. Increasing credit card limit
A motion to have Jackie open an Amazon card was approved. Jackie is to investigate the possibility of getting another card as well.
5. Cabinets for storage room
Continuing to follow-up getting plans
6. Purchase of chairs
Not yet completed, but in progress.

New Business

1. Discussion about Doran endowment interest
2. Election of officers of the Board
The board approved the following list of members and positions:

President	Nancy Cline
Vice President	Jim Dyer
Treasurer	Millie Jones
Secretary	Andrea Whitesides
Project Manager	Kathee Copeland
3. MOE update
Requirements for the Maintenance of Effort as required by the state were met.
4. Request for money from City of Blanco
Application is to be available July 1 and staff will complete the application.
5. Library holidays for next fiscal year

Motion to approve holiday closings consistent with those of 2018-2019 was approved. The possibility for additional holiday on the 23 of December was also approved. This depends on the availability of staff. The holiday closures are: July 4, September 2, November 28 and 29, December 24, 25 and 31 (possibly 23 also), January 1, and May 25.

7. Begin review of Library Policy Manual

Changes were discussed. The changes will be incorporated into the document and presented to the board at later meetings. All of the changes will be approved at the same time.

8. Donation to Central Texas Library System (CTLS)

Motion to approve \$500 donation was approved.

9. Quarterly investment report – Millie Jones

Report reflected the changes in location of the assets following the revised plan.

10. Blanco Library, Inc. Report – Pat Clewell

Working on getting quote for roof repair in order to complete the repair.

11. Friends of the Library Report – Robin Somerville

None

12. Budget and Financial Reports – Millie Jones

Things are in good order. Last minute expenditures to reduce the surplus to an acceptable level were discussed.

13. Financial Reports – Crystal Spybuck, Jackie Hillinger

Motion to pay the bills was passed.

14. Library Director's Report – Crystal Spybuck

See attached report.

Room divider estimate is \$4,000 over budget. The project is tabled for the time being and we will consider it next time.

Announcements

1. Next meeting – July 16 , 2019

Executive Session

1. Employee evaluations and raises were discussed

Adjournment at 11:45.

James Dyer
Secretary

Library Director's Report

June 2019
By Crystal Spybuck

- Volunteer update: Melinda R. absence for health reasons for has been shifted to a later date. Kenni S. is taking off the summer from volunteering for her business. Dave L. is taking a month off for vacation. Charlie is taking off about a month for medical and personal reasons.
- I have contacted the City to see if they have prepared their budget request forms yet and Wendy has told me that she hopes to have it done by July 1st.
- The Summer Reading Program has started and we had 9 children at our first program. Story Time picked up to 10 children on June 10th.
- Jackie and Bonnie have handled the SAM's number update.
- The new laptops for Brian & Millie have been ordered. The new computers for the front desk and public catalog computers have been ordered. The new computer for the touch screen pc reservation station has been ordered. The replacement multipage scanner has been ordered.
- We have renewed our contract with HOT IT with the premium package so most of the labor for installing the new computers is covered.
- Blanco Library Inc. approved the hiring of Robert Allison to do the contract work on repairing the roof and replacing the sheet rock.
- I discovered that the flag we had on our final State Report was not removed and had that remedied.
- We received another check in memorial to Dorothy Warrington and books have been purchased for that.
- The \$2,000 additional funds allocated at the last meeting for OverDrive has been spent and applied. OverDrive has been making a push this year for its magazine usage. We will start collecting statistics on the magazine usage for future reference.
- At this moment, we have spent \$2,524.77 on additional books and \$178.65 on book covering supplies of the \$5,000 allotted for books and \$500 allotted for supplies.
- The bookbags have been approved and ordered. We are waiting for them to arrive.
- Brian, Jackie, and I will be preparing to collect all final end of fiscal year stats at the beginning of July.