

Blanco County South Library District Board of Trustees Meeting
Tuesday, May 14, 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, Pat Clewell, Crystal Spybuck, Brian Fields, and Jackie Hellinger.

Public Comments –There were none

Approval of April 9 Meeting Minutes. Minutes were approved

Mr. Casey Massey of Heart of Texas Information Technology presented information and answered questions regarding the service his company provides to the Library.

Unfinished Business

1. Bus trip to Round Top fundraiser– Andrea Whitesides
Originally approved by e-mail, a motion was approved to proceed with the trip with revised cost estimates.
2. Book bag fundraiser – Crystal Spybuck
The design on the cloth bags has been approved and the bags have been ordered
3. Election
Oath of office discussion delayed until next meeting
4. Budget considerations for 2019-2020
Issues were discussed. Presentation of the budget for approval will occur at the next meeting.
5. Report on Wild Woman Weekend
\$800 raised for the library and approximately \$2,500 for the Blanco Women's Club.
6. Increasing credit card limit
Not able to do it so further research by the staff will be done and discussed at next meeting.
7. Approval of Criminal History Record Information Policy
Motion to approve changes to policy as were required was approved.
8. Cabinets for storage room
Alterations in the original plan designed by John Jones were discussed. Motion to spend up to \$5000 on the project was approved
9. Mobile printing cost
Motion to spend \$1358 plus a \$300 increase was approved to provide for two years of service.
10. Purchase of chairs
Acquisition underway as approved at last meeting.

New Business

1. New package proposal from Heart of Texas IT
Motion to approve acquiring the premium package of service was approved.

2. Roof leak during rains - Blanco Library Inc will pay for repairs..
3. Blanco Library, Inc. Report – Pat Clewell reported the Ben Milam whiskey tasting was successful with \$1500 earned.
4. Friends of the Library Report – There was no report.
5. Budget and Financial Reports – Millie Jones
Motion passed to amend the current year budget to buy \$2000 worth of e-books, \$5000 worth of books, and \$500 of supplies before the end of June.
6. Financial Reports – Crystal Spybuck, Jackie Hillinger
Motion to pay the bills was approved.
7. Library Director's Report – Crystal Spybuck
See attached.

A motion was approved to give Jackie the authority to update the System for Award Management (SAM) number.

Announcements

1. Next meeting – June 11, 2019
Executive session to consider salaries. Staff will do research of salaries of comparable positions.

Adjournment at 11:20

Library Director's Report
March 2019
By Crystal Spybuck

- Volunteer update: Volunteer Dave A. is gone for his 6 months North, Volunteers Debbie M. and J.T. M. have asked to be moved to the substitute list after May. Melinda R. will be absent for health reasons for at least two months from June 10th – August 10th. The application we received is not viable for volunteer work.
- Marcy Westcott paid the library 20% of her Still State Meditation Instruction for the one class she had in April and it was \$108. She had to cancel her last two classes due to weather.
- Wild Woman Weekend: The 4 events I presented with Johnson City earned approximately \$800 for the Blanco Library and BWC earned approximately \$2,500.
- The Annual County Budget has arrived. They are allotting us \$6,000 on the proposed budget. If we accept this, I will sign and return it.
- I purchased large print books in memorial to Dorothy Warrington with the designated contributions.
- We have currently received \$900 for the Summer Reading Program.
- Our System for Award Management (SAM's) Number with the government is expiring in June. For this year's renewal we need to have a signed affidavit from the board/board president stating who is allowed to update the SAM number. I would like to propose that we allow Jackie to be able to have that authority as we had Bonnie assigned to that position.
- We will receive our ILL (Interlibrary Loan) reimbursement this fall in the amount of \$9 per transaction. They are requesting that we keep all receipts and time sheets associated with the ILL process. We are asking for Brian and Dorothy to track it on the side of their time sheets and Jackie will notate it on the payroll for future reference. Each receipt/receipt copy will have to be retained until 2026.
- We will receive \$384 from PEC's United Charities and we will apply it toward programs for this year.

