

**Blanco County South Library District Board of Trustees Meeting
Tuesday May 8, 2018**

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

Call to order –Nancy Cline

UNFINISHED BUSINESS

There were no changes to the minutes of the April 10, 2018 meeting. The minutes were approved.

Unfinished Business

1. **Hiring of bookkeeper**
Crystal reported that only one application has been submitted and it was not filled out properly. Three volunteers with some possible experience have said they would be willing to do the bookkeeping. It was suggested that the volunteers be asked to fill out applications and to be interviewed. The possibility of getting an online listing of the job was discussed and Crystal said she would explore the cost etc.
2. **80th anniversary of founding of Library**
Nothing new to report.
3. **Approval of revised bylaws**
A motion to approve the revisions in the bylaws was made and approved. The bylaw revisions had been discussed at the previous meeting and the bylaws with revisions had been circulated to the board prior to this meeting.
4. **Report on increased hours on Saturday**
Crystal indicated that 10-12 patrons had used the library on each of the two Saturdays during the extended hours.
5. **Community grant from City**
City will send out applications at the end of May of beginning of June.
6. **Funds from County Commissioners**
We will request \$6,000, the same as this year and the same amount given to the North Blanco County Library District. Crystal will attend meeting with county June 26 dealing with the request.
7. **Oath of office for new board members**
Will be scheduled after the county election May 22.

New Business

1. **Blanco Library Inc. Report – Kathee Copeland and Pat Clewell**
Efforts to deal with problems with ADA compliance were reported by Pat and Kathee. A response prepared by Grant (the building contractor) has been made to deal with the issues. It is anticipated that there will not be further problems,

but Eddy Rogers is involved with Kathee and others if needed to deal with further issues.

It was reported that Inc approved new bylaws.

Home tour brought in \$3786.\

Budget and Financial Reports

2. **Budget looks good, income remains up.**
 - a. **Audit**
2015-2016 audit underway, then 2016-1017. Auditor was sent the engagement letter.
3. **Financial Reports – Crystal Spybuck**
Crystal reported on balances in bank accounts.
Motion to pay the bills was made and approved.
Question raised as to whether will be a charge for the lobbyist for this year.
Crystal will check.
4. **Library Director’s Report – Crystal Spybuck**
Director report is attached.
There was discussion on the work Brian was doing looking at the information on the sales tax revenue.
5. **Budget for next year**
Millie led the discussion of her preliminary budget projects. Estimates of income and likely expenditures were discussed. Final budget will be approved at the next board meeting.
6. **Staff evaluations**
Board will consider Crystals evaluation in executive session and Nancy and others will meet with her to complete the evaluation.
Brian will have a 6 month evaluation done by Crystal and a board member.
Crystal will complete other staff evaluations.
7. **Volunteer appreciation**
Nancy Cline reported working with Woman’s Club to have members provide snacks for volunteers during all shifts of one week sometime in the future.
8. **MOE update**
The Maintenance of Effort is a report made to the state. Crystal indicated that the library met the state standards in all categories including the number of patrons served, the time spent open, and the amount of money spent.

Announcements

We were reminded that board members need to get paperwork done at the bank to allow us to sign checks. Crystal will look into what has to be done and organize it.

Executive session to consider Crystal’s evaluation.

Adjournment at 11:30.

James Dyer, Acting Secretary

Library Director's Report

May 2018
By Crystal Spybuck

- Volunteer update: No new volunteers have been trained, but a couple of new applications came in this week.
- I am still working with our IT team to get a full quote to replace our computer system with ThinClients.
- We have resumed our staff quizzes for both our new and old staff members and most of the staff is doing really well with them.
- We did not receive the grant for the Larson Mystery books.
- The Blanco Woman's Club had their Home Tour on April 7th and raised over \$3,000.
- Barney Cline had this author talk on April 24th and we had about 55 attendants.
- On April 25th we had special guest musician, Susan MacDonald, and it attracted some children. We are working with her to do the Summer Reading launch this year at the Blanco Elementary School.
- We purchased letters for the signage in the large conference room and Nancy and I installed it. This signage will help with promotional pictures of the library.
- I requested the confidential report from the Comptroller's Office so we can understand why our sales tax has increased in recent months. The data they sent came in a plain text file so Brian has been working on untangling the data and we have been learning some interesting information. We have a couple of businesses in town that have increased.
- On June 26th we will have a History of the Harp Class presented by Hailey Ping.
- I am in discussions with a parent who is thinking about presenting sewing classes for profit this summer.
- The Blanco Democrats will be using our large conference room in July and September.
- Our 3-D printer is not working so they are going to swap it out sometime this week.
- I still have some personal time leave to take before the end of the fiscal year so I will be taking off a few days. I will be out May 18, 21, and 22 as of right now.
- Summer reading program planning has started and requests for funding has gone out.
- The CEC program is wrapping up, but Jeff will be continuing classes at the library on Thursdays.