

Blanco County South Library District

Board of Trustees Meeting  
Tuesday, April 14, 2026  
9:30 A.M. Library Conference Room

MINUTES

Attendees: Nancy Cline, Jack Twilley, Sibby Barrett, Andrea Whitesides, Pat Clewell Smith, Evann Ramsey, Marilyn Melton, Crystal Spybuck, Brian Fields, Greg Hinton, Debra Raimond

Call to Order: 9:30 AM

Public Comments: There were no public comments.

Approval of March 10, 2026, Minutes: Sibby moved to approve the minutes. Jack seconded the motion. The minutes were approved.

Unfinished Business

1. "Order of Cancellation" for election day: Debra will post at the two polling locations on May 2, 2026.
2. Report on Pocket Meadow: We have the permits and city approval to begin building the pavilion.
3. Report on community field trip – May 21, 2026: Ticket sales will begin the fourth week in April.
4. Retirement plan for full-time staff:
  - a. The board must establish a Section 125 IRS cafeteria plan for employees.
  - b. Sibby moved to establish the plan; Andrea seconded the motion. The motion was approved.
5. Committee to consider physical space in library: The committee will be meeting to review renovation plans. The committee consists of Crystal, Jack, Marilyn, Brian and Nancy.
6. Report on 'Skylight' digital calendar:
  - a. Crystal requested funds, not to exceed \$350, to purchase a BQQJDD 15.6-inch device.
  - b. Sibby moved to approve the purchase; Andrea seconded. The motion was approved.

New Business

1. Hiring of new program coordinator:
  - a. Crystal reviewed changes to the job description.
  - b. Crystal will post the job opening.  
The job descriptions for Marketing and for the Pocket Meadow positions need to be reviewed and revised to clarify duties.
  - c. The job descriptions for all positions should be reviewed and updated.
2. Staff evaluations to be scheduled
  - a. The director and deputy director evaluations will be in May.
  - b. All other staff evaluations will be completed before the May board meeting.
3. Budget requests for 2026-2027 budget
  - a. Crystal, Evann, and Andrea will review the current budget and propose changes.
  - b. There is a need to increase the staff training budget for continuing education.
  - c. A draft of the new budget will be reviewed in May, and the final budget will be approved in June.

4. Required Cybersecurity and AI training for board members: The annual training needs to be completed by May1, 2026.
5. Quarterly Investment Report – Pat Clewell Smith
  - a. Friends of the Library has donated \$20,000 to the District for Capital Improvement. This has been deposited in the Rio account.
  - b. Jack made the motion to move the Friends' funds to the Security State Bank Capital Improvement CD. Sibby seconded the motion. The motion was approved.
  - c. Signatories will remain the same.
6. Friends of the Library Report – See item 5.
7. Blanco Library, Inc. Report – Marilyn Melton
  - a. New officers were presented to the Blanco Women's Club. The officers will be installed at the meeting on June 16, 2026.
  - b. The annual building inspection will be completed soon.
8. Budget and Financial Report – Andrea Whitesides: Every thing is on target for this fiscal year.
9. Financial Report- Evann Ramsey:
  - a. Evann asked that the March bills be paid.
  - b. Jack moved to pay the bills; Sibby seconded. The motion passed.
10. Deputy Library Director's Report – Brian Fields: Brian summarized the report.
11. Library Director's Report – Crystal Spybuck: Crystal summarized the report. In addition:
  - a. Crystal asked that the current budget be amended to show an increase to show the donation from the Friends of \$5,000 to the Overdrive digital budget. Andrea moved to amend the budget; Sibby seconded the motion. The motion was approved.
  - b. Evann suggested that the front desk cash drawer be changed to a point of sale drawer such as Square to increase efficiency and reduce error. She will research the price of a device and a drawer for inclusion in next year's budget.

#### Announcements

Next board meeting – May 12, 2026

Adjournment: 10:55 AM

Submitted by  
Debra Raimond  
Secretary