

Blanco County South Library District

Board of Trustees Meeting
Tuesday, August 10, 2021
9:30 A.M. Library Conference Room

Call to Order at 9:30am. Attendees: Nancy Cline, Millie Jones, Joni Kirkwood, Crystal Spybuck, Brian Fields, Jackie Hellinger, Charlie Barr, and Andrea Whitesides

Guest: Candy Fezuk, Millie's daughter
Public Comments - none

A motion was made to approve the July 13, 2021 minutes. The motion was seconded and passed.

Unfinished Business

1. Hiring of library aides – Crystal – Crystal reported that both aides have been hired. Pat Corder has already started working. Pat will work 5 days a week, 4 hours per day for now. Christine Anderson will work 12 hours per week.
2. Van in parking lot – Nancy reported that the van has been moved from the Library's property. Kee had a major role in helping Jim in this matter, as well as, helping him for the past number of years when he needed help. Nancy will send a letter of recognition to Kee for her constant help.
3. Sign on building – Crystal – Crystal reported that this has been on the "back burner" due to other more urgent matters. Crystal will contact the Planning and Zoning Commission regarding regulations for a sign to be placed on the north side of the library.
4. Approval of Technology Plan – A motion was made to approve the Technology Plan. It was seconded and passed on August 10, 2021.
5. Compensation Commission report (Crystal, Jackie, Millie, Andrea) – Crystal began the discussion on the wording re: Jury Duty. After the discussion, the Board agreed that any money received over \$100 would be returned to the Library. After the changes are made to the Paid Time Off policy, the Board will vote for approval at the September Board meeting.
6. Upgrading security cameras – Crystal – ADT came out and installed interior cameras but had the wrong battery pack. ADT came back on Thursday, Aug. 5th, with correct battery packs. Now, all 9 cameras are working.
7. Wish list for purchases/upgrades/events
 - Shelving for Juvenile area – A motion was made, seconded, and passed to approve up to \$5,000 + shipping for the shelving.
 - Increase Brian's Book Budget – A motion was made seconded and passed to approve an additional \$1,000 per year for Brian's Book Budget.
 - Add \$1,000 to budget for Children Book Replacement – A motion was made, seconded, and passed for \$1,000 for Children's replacement books. Joni Kirkwood will help with identifying these books.
 - Other suggestions: Shred It Day for community – Andrea will look into this

Update computer room to be more of a lab where classes could take place

Divider for large conference room

Professional landscaping for west side of the building

Make Handicap Parking space ADA compliant

8. Possible investment opportunities – Millie – Millie and Candy Fezuk, Millie's daughter, presented investment options. The best option for the library, currently, is to open a Money Market account at Lone Star Bank and Texas Regional Bank. As the CD's we have mature, they will be rolled into one of the Money Market Accounts.
9. Approval of annual investment policy – Millie – After Millie explained the changes in the Investment Policy, a motion was made, seconded, and passed to approve policy.
10. T-Mobile hot spots update – Brian – The library has 8 Sprint Hot Spot devices, received through the Tocker Grant. These devices are locked and our new service provider, T-Mobile, is unable to unlock them. Brian has sent many emails and has been for promised new product by 8/13/2021. If product is not received by then, we will find a new provider.

New Business

1. Conference room rental – Crystal reported that after August 16th, the library will be fully staffed and available to rent the conference room.
2. Proposed changes to Library Policy manual – Crystal – After Crystal informed the Board of the changes she would like to make to the Library Policy manual, a motion was made, seconded and passed to make said changes.
3. Discussion of procedure if staff or volunteer tests positive for Covid 19 – Brian – Research what other like-sized libraries in our area are doing. Have a draft of a COVID19 policy for September's meeting.
4. Friends of the Library Report – Charlie Barr – Special meeting on July 15, 2021
Jorge suggested much more marketing if they do another online auction. Maybe doing "Dinner and a Movie" like we did years ago.
5. Blanco Library, Inc. Report – Pat Clewell – No report.
6. Budget and Financial Report – Millie Jones – Millie reported that the budget is in good shape, right now.
7. Financial Report – Jackie Hellinger – A motion was made, seconded and passed to pay July's bills.
8. Deputy Library Director's Report – Brian Fields – See attached report – A motion was made, seconded, and passed to approve \$99.99 for a yearly subscription to Readers Z Zone.
9. Library Director's Report – Crystal Spybuck – See attached report.

Announcements

Next Board meeting on Tuesday, September 14, 2021

Adjournment at 11:56a.m.

Respectfully submitted,

Andrea Whitesides
Secretary, BCSLD