

Blanco County South Library District
Board of Trustees Meeting Minutes
Tuesday, June 13, 2023
9:30 A.M. Library Conference Room

The meeting was called to order at 9:30AM and a quorum was established.

Attendees: Nancy Cline, Jack Twilley, Millie Jones, Joni Kirkwood, Crystal Spybuck, Brian Fields, Pearl Garza, and Andrea Whitesides

Guest: Evann Ramsey, Temporary Bookkeeper

Public Comments - None

The minutes of the May 9th meeting were approved as circulated.

Unfinished Business

1. Oath of office for newly elected trustees – Joni and Andrea have been officially sworn in as BCSLD Trustees. Copies of “oaths” were sent to the Blanco County Clerks Office.
2. Search for new auditor – Millie has reached out to five auditors. Only one responded, Gary Davis. The library is on his calendar, in September. A motion was made to approve \$6,800 for payment for the FY ending 6/2023. The motion was seconded and passed.
3. Staff evaluations – Staff evaluations, with the exception of Ron and Katy, have been completed. Ron and Katy will have their evaluation completed in July.
4. Cybersecurity training for staff and board members – All Staff and Board members have completed their yearly cybersecurity training.
5. Appointment of investment officer - Pending
6. Hiring temporary bookkeeper during Pearl's absence (20-25 hours per week, 8 weeks) – Evann Ramsey has been hired to fill in as bookkeeper for Pearl during her medical absence.
7. Purchase of Public Employee Dishonesty Insurance – Crystal provided the Board members with information on the costs of this type insurance with different deductibles. A motion was made to purchase the insurance for the \$100,000 loss with no deductible, at a cost of \$271.00. The motion was seconded and passed.

New Business

1. Approval of budget for 2023-2024 – Millie went over the budget with the Board members and staff. After some discussion, a motion was made to approve the 2023 – 2024 budget. The motion was seconded and passed.
2. Election of officers –
President – Nancy Cline
Vice President – Jack Twilley
Treasurer – Millie Jones
Secretary – Joni Kirkwood
Member-at-Large – Andrea Whitesides

3. Determine holidays for library closure 2023 -2024
The following days have been deemed "holidays" for the 2023 – 2024 FY
July 4th, Tuesday
Sept. 4th, Monday, Labor Day
Nov. 23rd, 24th, and 25th, Thursday, Friday, and Saturday, Thanksgiving
Dec. 23rd and 25th, Saturday and Monday, Christmas
Jan. 1, 2024, Monday
May 27th, Monday, Memorial Day
Brian will have 2 "floating holidays", to be taken at an agreed time by Crystal and Brian.
4. Discuss sponsorship of Blanco Youth Soccer Association (2023) – Brian reported to the Board that he was approached by the Blanco Youth Soccer Association to sponsor a soccer team either with shirts or a sign. A motion was made to approve \$400 to sponsor a soccer team with t-shirts. The motion was seconded and passed.
5. Report on search for another company for IT support - Crystal's continued issues with HOT IT are reason to look for another company. Jack said he would contact Hill Country Wireless to check with them if they have the capabilities to keep the library up and running.
6. Discuss changing capitalization policy (from \$100 to higher amount) – Crystal and Millie discussed changing the capitalization policy to \$500. A motion was made to change capitalization policy to \$500. The motion was secondary and passed.
7. Discuss moving monthly sales tax deposit to operating account – An accounting situation was disclosed to the Board during the meeting that led to making a decision about depositing the monthly sales tax directly into the operating account at Lone Star Capital Bank. After much discussion, Pearl was to contact Lone Star Capital Bank, to automatically, deposit \$30,000 the beginning of each month. If too much money accumulates, the excess will be transferred to the Money market account.
8. Discuss labeling of books (bar code location, etc.) – Brian and Crystal had difference of opinions on where to place the label on the books. After much discussion, it was decided that the label would now be placed on the barcode on back of the book. Crystal requested the Board to approve \$500 for the purchase of two thermal printers for checking out books. A motion was made to approve \$500 for the thermal printers. The motion was seconded and passed.
9. Friends of the Library Report – Betsy Scheffe – No report
10. Blanco Library, Inc. Report – Ann Ahrens/Pat Clewell – Pat reported that Terry Beasley is now the new Secretary, replacing Crystal Spybuck. Elaine Drum filed a 2022 extension for the 2022 tax return. A CD in the amount of \$50,000 was purchased through Texas Regional Bank.
11. Budget and Financial Report – Millie Jones – The library's budget continues to be robust.
12. Financial Report- Pearl Garza – Pearl requested permission to pay the May bills. A motion was made to pay May's bills. The motion was seconded and passed.
13. Deputy Library Director's Report – Brian Fields – report attached
14. Library Director's Report – Crystal Spybuck – report attached

Announcements

Next Board meeting – July 11, 2023

Adjournment – 11:09AM

Respectfully submitted,

Andrea Whitesides

BCSLD Secretary