

**WIMBERLEY VILLAGE LIBRARY DISTRICT
BOARD OF TRUSTEES MINUTES, JUNE 9, 2016
WIMBERLEY VILLAGE LIBRARY, 400 FM 2325, WIMBERLEY, TEXAS**

Present: Trustees Dell Hood, Lucille Kirkham, Carol Sicuro; Library Director Carolyn Manning, Sharon Drobeck.

1. Meeting called to order by President Hood at 1:04 p.m.
2. Public comment: None.
3. Minutes: Board accepted minutes of May 12, 2016, meeting as submitted by unanimous vote.
4. Special reports
 - a. Friends of the Library: None
 - b. Treasurer: Sharon Drobeck presented the monthly financial report (filed). Treasurer Drobeck presented a plan for a quarterly accounting of the flood book sales beginning with the August meeting.
5. Staff and Board reports
 - a. Correspondence: President Hood read a thank you letter from MSA Coalition for a donation in memory of Becki Knight.
 - b. Library Director:

Director Manning presented her report (filed). Director Manning reported on the progress of the summer programming. She hired a new administrative assistant, Eva Mendez, who will be working 22 hours each week.

Also, Director Manning asked about revising the policy for mileage compensation. In the past employees were compensated for travel to conferences and workshops. She requested that employees be paid for errands for Library business to such places as the bank, post office, etc., at the current rate of 54 cents per mile. **The Board voted unanimously to create an account in the budget for employee travel expenses.** Board requested the Director to establish a list of standard distances to be used in computing reimbursement payments. The specifics related to compensation have been tabled until the July meeting.

Director Manning presented a request that the Library participate in a Rotary Club project to build a permanent structure at the Emily Ann Theater to house free books for those attending

**WIMBERLEY VILLAGE LIBRARY DISTRICT
BOARD OF TRUSTEES
MINUTES, MAY 12, 2016
WIMBERLEY VILLAGE LIBRARY, 400 FM 2325, WIMBERLEY, TEXAS**

Present: Trustees Dell Hood, Marty Jacobvitz, Bob Denton, Lucille Kirkham, Carol Sicuro; Library Director Carolyn Manning, Sharon Drobeck, Nori Larson, Darlene Kukla, Joe Kotarba, Kristina Minor.

1. Meeting called to order by President Hood at 1:00 p.m.
2. Public comment: None.
3. Minutes: Board accepted minutes of the April 14, 2016, meeting as submitted by unanimous vote.
4. Special reports
 - a. Library survey: Dr. Joe Kotarba presented a revised draft report on the community survey on Library services. Board members suggested some refinements of the data analysis. Dr. Kotarba will provide both a PowerPoint and a narrative report of the survey by early June.
 - b. Friends of the Library: Darlene Kukla presented the report. The Friends donated \$500 to the Library for the Summer Reading Program kick-off event and will give another \$500 for expenses for the program. Friends have arranged with AmazonSmile for donations through that program to them which they can then use to support the Library.
 - c. Treasurer: Sharon Drobeck presented the monthly financial report (filed).
 - d. Audit: Treasurer Drobeck presented the 2015 audit and urged Trustees to read the auditor's letter accompanying it. The District's books were found to be in good order.
5. Staff and Board reports
 - a. Correspondence: President Hood read a memo from IT specialist Nori Larson announcing her retirement effective June 3. Board thanked Ms. Larson for her excellent work maintaining the Library's information technology system and providing guidance on its modernization.
 - b. Library Director: Director Manning presented her report (filed). Attendance at Library programs reached an all-time high of 863 in April, with more than two-thirds of the total at programs for toddlers,

**WIMBERLEY VILLAGE LIBRARY DISTRICT
BOARD OF TRUSTEES
MINUTES, APRIL 14, 2016
WIMBERLEY VILLAGE LIBRARY, 400 FM 2325, WIMBERLEY, TEXAS**

Present: Trustees Paula Conley, Marty Jacobvitz, Carole Sicuro, Dell Hood; Library Director Carolyn Manning, Sharon Drobeck, Emily Robertson, Bob Denton.

1. Meeting called to order by President Conley at 1:00 p.m.
2. Public comment: None.
3. Minutes: Board accepted minutes of March 10, 2016 meeting as submitted by unanimous vote.
4. Resignation of Trustee Paula Conley:
Board secretary Hood read a letter from Trustee Paula Conley in which she announced her resignation from the Board of Trustees effective as of the end of this meeting, for reasons of family matters. Board members accepted her resignation with great regret and thanked her for her service.
5. Appointment of new Board member:
Board members accepted Bob Denton as a new member of the Board of Trustees by unanimous vote. Mr. Denton will take the Oath of Office at Justice of the Peace Andy Cable's office immediately after this meeting.
6. Election of new Board president:
Board members elected Trustee Hood as Board president by unanimous vote, effective as of the end of this meeting. All other Board positions remain unchanged.
7. Discussion items:
Summer youth reading program: Youth Services Librarian Emily Robertson reviewed her plans for the summer reading program. Kickoff event will be on June 1; her budget for the full program totals \$4,000, of which she has raised \$2,500. Sponsorships are available at multiple levels and she is continuing to seek business sponsors.
8. Special reports
 - a. Friends of the Library: No report.
 - b. Treasurer: Treasurer Sharon Drobeck presented the monthly financial report and Quarterly Investment Officer's report (both filed).
9. Staff and Board reports:
 - a. Board correspondence: None.
 - b. Library Director:

WIMBERLEY VILLAGE LIBRARY BOARD OF TRUSTEES
MINUTES, MARCH 10, 2016
WIMBERLEY VILLAGE LIBRARY, 400 FM 2325, WIMBERLEY, TEXAS

Present: Trustees Paula Conley, Marty Jacobvitz, Carol Sicuro, Lucille Kirkham, Dell Hood; Sharon Drobeck, Library Director Carolyn Manning, Youth Services Librarian Emily Robertson, Bob Denton, Joe Kotarba.

1. Meeting called to order by President Conley at 1:00 p.m.

2. Public comment: None.

3. Minutes: Board accepted minutes of its Feb. 11, 2016, meeting as submitted by unanimous vote.

4. Report: Community Survey results:

Dr. Joe Kotarba, Texas State University, reviewed the findings of the community survey on the library he conducted. To date he has had 241 respondents offering views on the programs and services of the Wimberley Village Library. Board members discussed several of the findings.

5. Special reports

a. Friends of the Library: No report.

b. Treasurer: Sharon Drobeck presented the monthly financial report (filed). The auditor has completed work at the Library and a draft report should be ready by the end of the month.

6. Discussion items

a. STEM programming: Youth Services Librarian Emily Robertson reviewed the program she has developed to present STEM ideas to preschool and elementary age children. Board members unanimously agreed the program is a valuable addition to Library services that should be better promoted in the community, with the goal of getting businesses to support specific projects and possibly provide more funding for them. Board requested Director Manning to develop and present to the August Board meeting a marketing program to generate grants from the business community and other sources to fund more youth interaction programming.

b. Land acquisition:

President Conley reported she contacted the Johnson family on the District's request to buy the adjoining property and was told the family is still working on the proposal.

7. Staff & Board reports

a. Correspondence: None.

**WIMBERLEY VILLAGE LIBRARY DISTRICT
BOARD OF TRUSTEES
MINUTES, FEBRUARY 11, 2016
WIMBERLEY VILLAGE LIBRARY, 400 FM 2325, WIMBERLEY, TEXAS**

Present: Trustees Paula Conley, Marty Jacobvitz, Carol Sicuro, Lucille Kirkham, Dell Hood; Sharon Drobeck, Library Director Carolyn Manning, Carroll Wilson, Bob Denton.

1. Meeting called to order by President Paula Conley at 1:00 p.m.
 2. Public comment: President Conley introduced Bob Denton.
 3. Minutes: Minutes of Board meeting of January 14, 2016, were accepted by unanimous vote.
 4. Special reports
 - a. Friends of the Library: President Conley read the report in the absence of a Friends representative.
 - b. Treasurer: Sharon Drobeck presented the monthly financial report (filed). Board members agreed unanimously to reaffirm the policy that only donated funds in the discretionary account may be used for purchase of alcoholic beverages; no public funds should be used for these purchases.
 5. Staff and Board reports
 - a. Correspondence: Board received a thank you card from Emily Robertson.
 - b. Library Director:

Director Manning presented her report. She has three applicants for the landscaping contract. **Trustee Jacobvitz moved to authorize the Director to ask for proof of bonding and insurance from her first choice (HerrGon Tree Service) at \$280 per month, with the District paying for the cost of bonding; if HerrGon fails to provide bonding and insurance, she is authorized to go to the second choice (Tex Star Trees and Landscape (\$360 per month). The motion was approved by unanimous vote.**
- Board members reviewed the annual Value of Services report and agreed it is a useful document and should be continued each year.

Board closed the Open Meeting and convened in Executive Session at 2:19 p.m.

Board closed the Executive Session and reconvened in Open Meeting at 2:37 p.m.

7. Action items

Trustee Hood moved that President Conley be authorized to contact Scott Johnson to confirm the Board's agreement to purchase the 2.56-acre property immediately adjacent to the Library lot at the price of \$300,000, with a cash payment of \$150,000 and the remainder being financed at zero per cent (0%) interest for five years by the Johnson family, and to inform the District's pro bono attorney of this transaction and seek his counsel. Trustee Kirkham seconded and the motion was approved by unanimous vote.

8. Announcements

a. President Conley confirmed she will resign from the Board at the March meeting and will arrange for Bob Denton to be sworn in to serve the remainder of her term as Trustee.

b. March agenda: Swearing in of Bob Denton as Trustee; election of new Board president; report by Dr. Kotarba on survey; update on land acquisition; Emily Robertson report on youth activities.

9. Adjournment: Meeting adjourned at 2:40 p.m.

Recorded by Dell J. Hood

DJH
Accepted March 10, 2016

**WIMBERLEY VILLAGE LIBRARY BOARD OF TRUSTEES
MINUTES, JANUARY 14, 2016
WIMBERLEY VILLAGE LIBRARY, 400 FM 2325, WIMBERLEY, TEXAS**

Present: Trustees Paula Conley, Marty Jacobvitz, Carol Sicuro, Lucille Kirkham, Dell Hood; Library Director Carolyn Manning, Sharon Drobeck, Darlene Kukla, Joe Kotarba, Marianne Mitchell.

1. Meeting called to order by President Conley at 1:00 p.m.
2. Public comment: None.
3. Update on Community Survey: Prof. Kotarba of Texas State University/San Marcos reviewed the results of the first mailing of the community survey he is doing for the Library. A second mailing was done on Jan. 11, and the survey is available at the Circulation Desk and through the Library web site. He plans to have a draft final report by the end of February, with a final version by the middle of March.
4. Election of officers: President Conley noted that all Trustees who held Board positions in 2015 have agreed to continue in those offices for 2016, and moved to approve their election to those positions for 2016. The officers are: Board president - Paula Conley; Vice President - Marty Jacobvitz; Secretary - Dell Hood. Trustee Sicuro seconded the motion which was approved by unanimous vote.
5. Appointment of District Standing Committees and Positions:
 - a. President Conley moved to appoint the following Trustees to the following committees:

Paula Conley	Budget Committee; Elections Officer
Marty Jacobvitz	Technology Committee
Lucille Kirkham	Budget Committee
Carol Sicuro	Technology Committee

The motion was seconded and approved by unanimous vote.
 - b. President Conley made the following appointments with unanimous consent by the Board:

Sharon Drobeck	TexPool Investment Officer, Budget Committee
Carolyn Manning	Budget Committee, Deputy Elections Officer.
6. Minutes: Board accepted minutes of its December 10, 2015 meeting as submitted by unanimous vote.
7. Special reports

**CERTIFIED AGENDA OF EXECUTIVE SESSION
WIMBERLEY VILLAGE LIBRARY DISTRICT BOARD OF TRUSTEES
MEETING OF JANUARY 14, 2016
WIMBERLEY VILLAGE LIBRARY, 400 FM 2325, WIMBERLEY, TEXAS**

CONFIDENTIAL: No one shall, without lawful authority, knowingly disclose to a member of the public this certified agenda of a closed meeting. A person who violates this subsection of the Texas Government Code commits a Class B misdemeanor and may be liable to any party injured or damaged by the disclosure. Texas Government Code §551.146(a).


1. The Board of Trustees convened in open session at 1:00 p.m. on January 14, 2016.
2. The Board of Trustees, pursuant to an announcement by President Paula Conley, convened in Executive Session, closed to the public, at 1:54 p.m.
3. Those present in the Executive Session were: Trustees Paula Conley, Marty Jacobvitz, Lucille Kirkham, Carole Sicuro, Dell Hood; Library Director Carolyn Manning; District Treasurer Sharon Drobeck.
4. Subjects discussed in the Executive Session closed to the public were:
 - a. Acquisition of property for expansion of the library
 - b. Implications of the open carry gun law.
5. The Executive Session was pursuant to Texas Open Meetings Act §551.072 (Deliberations about Real Property) and §551.071 (Consultation with Attorney).
6. President Conley announced the end of the Executive Session at 2:32 p.m. and the Board reconvened in open session at that time.
7. No action was taken by the Board of Trustees.

CERTIFICATION

I hereby certify that the foregoing is a true and correct record of the Executive Session of the Board of Trustees on January 14, 2016.



Presiding Officer (signature)



Presiding Officer (printed name)