

**SALADO PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
Minutes Index**

Regular Meeting
4:20 p.m.
April 25, 2011

Salado Public Library
1151 N. Main St.
Salado, Texas 76571

1. Declaration of quorum and call to order

In attendance: Bob Denton, Bill Kinnison, Patty Campbell, Marsha McGuire, Susan Lawson; Susan Krals absent.

2. Public Forum (limited to five minutes per speaker). Taylor Willingham submitted a memo regarding the expansion proposal under consideration in lieu of appearing at the public forum. See attachment 3.

3. Secretary's March report approved; motion by Bill Kinnison; seconded by Patty Campbell; No discussion.

4. Treasurer's Report. See attachment 1. Bill Kinnison reported that TML Insurance has increased the value of the building to \$524,000 and the storage building to \$9900. Real and personal property values were also increased. The premium for insurance will not increase.

5. Library Director's Report. See attachment 2.

6. Friends of the Library Report. The Friends will attend the Art Fair this year. They negotiated \$100 for the rental fee. The Art Fair will be held in October 22 & 23, 2011. They will take the best books to the sale and not try to take all the books. Dr. Denton thanked the Friends for the coffee cups and tote bags for the library.

7. Report on Tree purchase and donation. A burr oak has been planted in memory of Dr. McConnell by Trees for Salado; the library also purchased a Japanese maple in support of Trees for Salado to replace the Salado Garden Club donation of 2008. Another burr oak was donated by the Carolyn and Darwin Britt in honor of the Willingham family. Lonnie Edwards will make engraved stones for each of the burr oaks. The cost will be \$175.

8. Discuss/consider memorial for Dr. Bob McConnell. More than \$500 has been donated in Dr. McConnell's memory. The library has spent \$215 of that amount. The board deferred the decision to the family as to what should be done with rest of the donation monies.

9. Discuss or appoint replacement for Board member Taylor Willingham. Dr. Denton suggested waiting for the new board to be installed in May before voting on a replacement. The decision was tabled until the next meeting.

10. Discuss/approve possible actions relative to architect and space committee. Taylor Willingham submitted a memo regarding the expansion proposal under consideration in lieu of appearing at the public forum. See attachment 3. Dr. Denton brought up a concern about the proposed new building possibly being within the flood plain. The Village of Salado has jurisdiction and does not allow buildings to be built within the flood plain or flood way. Dr. Denton has asked architect Larry Irsik to look into finding an exact line for the flood way and flood plain prior to the board making any decision on the plan for the library expansion.

11. Discuss Library Director position. The discussion was tabled until May meeting when the new board is installed. Dr. Denton suggested that the director's position change to half time in June and extend until August 31st, 2011.

12. Agenda items for May Board Meeting.

Replacement for Taylor Willingham

Library director's position

Election of Board officers

Conflict of interest statements

The meeting was adjourned at 5:25 pm.

Respectfully submitted by Marsha McGuire

Attachment 1

SPLD	Amount		Amount
Balance Sheet as of Mar 31, 2011		Bank Balance as of Apr 22,11	
Checking	8,250.60	Checking	12,788.74
Petty Cash	100.00		

		Tax Compared to: April 2010	(CY Payment to date) Comparison of Years
Income as of Apr 8, 2011			
Sales Tax Revenue	15,829.06	15,488.44	Apr 8 - 81,932.16
Other	1,169.24		Apr 11 - 78,610.06
BTOP Grant		+ .10 % for month	+ 4.22% for year
Total	16,998.30		
FY Income (Sep to Apr)	185,004.27		

Expenses as of March 31, 2011		Budget (over/under) YTD	% of budget item
Adult Collection	9,639.84	510 (under)	95
Children's Collection	2,295.68	1,234.32 (under)	65
Computers & Automation	8,197.73	9,072.27 (under)	47
Housekeeping	1,900	80 (over)	104
Insurance (no change)	1,323.00	311 (under)	81
Lawn Care/Pest Control	1,994.95	569 (under)	75
Professional Fees/Consulting	26,001.24	106 (over)	100
Payroll	81,148.45	7,656.35 (under)	91
Repair & Maintenance	1,442.58	1,707.42 (under)	49
BTOP Grant Expenses	16,815.82	5535.82 (over)	149
Supplies	3,056.70	93.30 (under)	97
Training & Travel	699.91	200 (under)	78
Utilities	5,685.09	138.34 (under)	97
Total	161,744.45	35,327.38 (under)	82
Expenses Budgeted for FY	303,726.31	197,071.83 (est. exp YTD)	

Investments as of Apr 22, 2011		Maturity Date	Percent Interest
FSB CD #100135316	76,899.00	13-Jul-11	1.25
Horizon CD #41124	54,553.93	January 2012	1.26
FSB CD #100134661 (open)	147,955.02	November 2011	1.25
TEXPOOL	10,151.88	N/A	0.14
Total	289,559.83		

Analysis of Fiscal Year to Date	Sep -Mar	After 7 months, 53% of budget	t expended.
FY Budget	303,726.31	Straight line budget will put	us under budget \$26K

FY Income to date	185,004.27
FY Budget to date	197,071.83
FY Actual Expenses to date	161,744.45
FY Status = Under Budget	35,327.83

Attachment 2

Library Director's Report April, 2011

1. Statistics

	March 2011	March 2010
Circulation	3961	4330
New Patrons	22	33
Computer Users	550	597

2. Activities

- The April noon book review featured Jeanie reviewing the book Room by Emma Donoghue. One person attended.
- Jeanie taught a class on Intermediate Microsoft Excel Friday, April 15th at 1 pm. Four people attended the class.
- The next Texas Naturalist series program will be held this Friday April 29 at 1 pm. Chad W. Norris, aquatic biologist with the Texas Parks and Wildlife Department, will present: Texas Springs: Leaking Into An Uncertain Future.
- The May noon book review will be a review of Elizabeth Silverthorne's Legends and Lore of Texas Wildflowers. Becky Denton will present.

3. I have compiled the survey results from our recent survey. Responses were collected in the library and at the recent volunteer fair.
4. The editor of the Jarrell Star-Ledger (a new weekly paper) is going to interview Jeanie next week for a feature article on the Tech-To-Go program. We currently have two laptops checked out, both to job hunters.
5. Manuela is going to Germany for 2 weeks in May. Thanks to volunteers Karen K, Patty, Dave and Emmy for pitching in to help cover the desk. I am going to be on vacation from June 8 – 18th.

Attachment 3

Memo to: Members of the Salado Public Library District Board of Trustees
From: Taylor Willingham
Date: April 25, 2011

Re: Expansion proposal under consideration

At our space committee meetings, we are provided mountains of information. Unfortunately, I am not experienced enough with architectural plans to be able to ask thoughtful questions on the fly. I need time to process information and formulate questions. I suspect others are experiencing the same challenge, which may explain why so many people are quiet during the Q&A. I have, however, spent a great deal of time studying the Board's current preferred proposal and I now have questions I hope you will consider before making this crucial decision. I also suggest that you look at the aerial view of the library and imagine the expansion. I've attached a photograph for your use. Here are some questions / issues I hope the board will consider.

1. The Northwest corner of the addition (which forms the southern wall of the secured terrace) comes very close to the 15' PUE. (See diagram on pg. 21) I had difficulty getting an accurate measurement on Sunday (the wind was NOT helpful) but it appears as though the addition will be directly under the existing power lines and be right on the easement line.
2. Our existing building has 4 external (outside) AC units. What is plan for addition? I see space allocated for HVAC inside the addition, but there is no evidence of external units for the addition.
3. The addition will require the removal of six mature growth oak trees, the last of the natives that preceded the development of this property. One tree measures over 7' in circumference. Are we willing to make this sacrifice for progress and how will the Village respond?
4. Is there an adequate number of exits to be compliant with fire regulations? There is only one entrance/exit to the meeting rooms. Is this sufficient?
5. The reconfiguration of the sidewalk (straighten the bend as noted on pg. 16) reduces the size of the parking lot and eliminates the turn around. When stalls are filled, drivers who pull into parking lot by mistake or are not able to find a parking space will have to reverse out of parking lot onto Mill Creek Drive. I am further concerned that we will often exceed our parking capacity as we add innovative programming and local civic associations use our community rooms.
6. I did not have time or adequate information to conduct a workflow analysis, but at first glance, it appears to me that staff will experience a significant increase in book processing times and distance. I suggest a thorough and rigorous analysis of major librarian activities such as a workflow analysis of book processing.
7. There is a significant lack of staff workspace. Not only will our current staff be cramped as they are currently, we will not be able to hire additional staff. Our greatest resource is our staff and we need to tend to their needs. They

- need quiet time to develop programs. they need space to spread out and put together materials for children story times and summer reading program activities. They each need their own private space and they need space for respite during the day – a designated break room, NOT a chair and table in the meeting room when no one else is using it.
8. The copy area is poorly placed. Teenagers do not use photocopiers, adults, historians, and researchers do. This should be on the other side of the building.
 9. The placement of the entry to the restrooms across from the entry to the meeting rooms is fraught with problems. First, there is no sight line for the librarians to the opening of either the restrooms or the meeting room. This is a safety issue. This hallway will become congested as people are standing in line to get in the restroom and coming and going in the meeting rooms. An offensive aroma that hangs in the air when the restroom doors open, will greet people entering and exiting the meeting rooms. The placement of these restrooms in the children's area ensures that youth will most likely be using these restrooms. Without a sight line and with easy access to an exterior door, this is a dream come true for child abductors.
 10. This general design reminds me of the often sarcastically named McMansions. A McMansion is a zero lot mega-sized house uncharacteristically placed in the middle a quaint and charming neighborhood. This design, which only gets worse with phase 2, absorbs every last inch of property at 1151 N. Main. The resulting design is not what I imagine anyone on the space committee would build if we could build from scratch. It obviously is what it looks like – a feeble attempt to tack additional space onto a lot that was not intended to support a building of that size.
 11. My final concern is that there is nothing in this design that I can recall coming from the hard work of our space committee. After a year of solid work, which began with enthusiastic presentations about dreams, possibilities and small group discussions, everything was cast aside to build something that a banker told us he would fund. This information was readily available to us in April 2010. If this is the only criterion to be considered in expanding the library, then perhaps we should not have involved our community or perhaps we should have told them up front that there would NOT be any additional fundraising. I know that several people on our committee were prepared to seek funding and expected that it would be part of our strategy, but as one committee member said to me after the meeting last week, "This plan is just more of the same. There's nothing new about this and it's not anything I could support." It broke my heart to hear, but I understand her sentiment. I hope that the board will take this into consideration as you make your decision.



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Imagery Date: Oct 28, 2010 30°57'24.53" N 97°31'58.45" W elev 184 m Eye alt 277 m