

**MINUTES OF LAKE TRAVIS COMMUNITY LIBRARY DISTRICT  
BOARD OF TRUSTEES  
October 24, 2013**

At 2:00 p.m., President, Carol Black, called to order the one hundred and sixty-seventh meeting of the Trustees of the Lake Travis Community Library District. The meeting was convened in the Lake Travis Community Library. Board Members present were PK Chatterjee, Alan Gober, Nancy Pencsak, Carol Black, and Sharon Rogers. Attendees were Morgan McMillian, Joyce Botta, Jean Dowdy, Mikus Grinbergs, Helen Kott, and Kitty Ripley.

The Pledge of Allegiance to the Flag of the United States of America and the Flag of the State of Texas were recited.

3. Nancy Pencsak, Board Secretary, asked for the approval of the September 26, 2013 minutes. PK Chatterjee made a motion to approve the minutes as presented. Sharon Rogers seconded the motion. The motion passed unanimously.

Nancy Pencsak, Board Secretary, asked for the approval of the October 15, 2013 minutes. Sharon Rogers made a motion to approve the minutes as presented. PK Chatterjee seconded the motion. The motion passed unanimously.

4. CITIZENS PARTICIPATION: None.

5. There was no donated art to consider.

6. Morgan McMillian reported to the Board that minor repairs continue to be addressed. Sewer problems have also occurred. PK Chatterjee said that the use of solar panels is being investigated.

CITIZENS PARTICIPATION: None.

7. The November 5, 2013 Board election has been canceled as there are no opposing candidates for the two positions on the ballot. Robert Johntz resigned from the Board on October 15, 2013 and Alan Gober was appointed to fill the vacancy on the same date. Cancellation notices have been posted.

CITIZENS PARTICIPATION: None.

8. Jeff Bulla of pro-forma architecture, inc. continues to provide suggestions to meet the ADA requirements necessary. CITIZENS PARTICIPATION: None.

9. Carol Black stated that the approved Patron Regulations Policy needs to be reworked and will be taken up at the November Board meeting. CITIZENS PARTICIPATION: None.

11. Kitty Ripley, a representative from West, Davis & Co., presented a draft copy of the LTCLD 2012-13 Audit. The finalized Audit, with essentially no changes, will be mailed to Board members next week. Ms Ripley went over the Letter to the Board and the Letter on Internal Controls and Accounting Procedures. PK Chatterjee made a motion to accept the Audit, noting that this is a clean audit. Alan Gober seconded the motion.

CITIZENS PARTICIPATION: None. The motion passed unanimously.

10. Treasurer's Report. Mr. PK Chatterjee gave the treasurer's report. Sales tax receipts for September were \$56,306, and for October were \$58,290. Sales tax trends are being carefully watched, comparing prior years' revenue. The District's financial position is very good.

Sharon Rogers made a motion to approve the treasurer's report. Alan Gober seconded the motion. The motion passed unanimously. Mr. Chatterjee said that a new Investment Policy for donated funds would be needed, as donated funds are not public money, and are not subject to the same requirements as public funds.

There was a discussion of a branch library in the future. Though that may be in the future, at this time there is no line item in the budget for a branch library.

CITIZENS PARTICIPATION: Jean Dowdy asked if the District is receiving sales tax revenue from Serene Hills subdivision. Yes, if there are businesses there.

Joyce Botta asked if Friends of the Library donations are considered undesignated funds. They are.

12. PK Chatterjee and Morgan McMillian met with a representative of Sales Tax Assurance. A contract was forthcoming, which was approved by them and Carol Black signed. Sales Tax Assurance has reduced the contingency percentage from 35% to 33%. They have asked that the district keep them apprized of remodeling work, as their systems do not track that activity. They will follow up on any remodeling work that is reported to them. CITIZENS PARTICIPATION: None.

13. PK Chatterjee and Morgan McMillian discussed the accounts at Prosperity Bank.

Carol Black made a motion to approve Carol Black and Morgan McMillian as persons with access to the Safety Deposit Box at Prosperity Bank. Nancy Pencsak seconded the motion. The motion carried unanimously.

Carol Black made a motion to remove Bob Johntz's name from access to the Safety Deposit Box at Prosperity Bank. Alan Gober seconded the motion. The motion carried unanimously.

PK Chatterjee made a motion to approve Library Assistant, Yvette Elizondo, as a Prosperity Bank signatory. Sharon Rogers seconded the motion. The motion carried unanimously.

PK Chatterjee made a motion that Bob Johntz be removed from Prosperity Bank, Independent Bank, and Wells Fargo Bank. Alan Gober seconded the motion. The motion carried unanimously.

CITIZENS PARTICIPATION: None.

14. A discussion was held on the topic of the Butterfly Garden. There is no plan to make any changes to the sprinkler system. It was proposed that the District's Gift Policy be updated to cover landscaping donations.

CITIZENS PARTICIPATION: None.

15. Librarian's Report. Program attendance is up 50%. The monthly door count was over 10,000 and circulation transactions for September were 19,773. The Texas State Library has accepted the library's Annual Report and notified the library of accreditation. The library has been invited to apply for funding from the Lakeway Civic Corporation to purchase a lapel microphone. PK Chatterjee pointed out the tremendous amount of work and postage expense involved in the Inter Library Loan program. Sharon Rogers will inquire about the ILL policies of area District libraries. CITIZENS PARTICIPATION: Joyce Botta asked how much is spent on the Inter Library Loan program. As there are an average of 100 requests a month; the expense is approximately \$300.

16. Executive session:

Carol Black adjourned the meeting at 3:37 p.m. to go into Executive Session for one agenda item.

Agenda Item #1: The Board of Trustees will meet in Executive Session as permitted under the Texas Open Meetings Act, Government Code 551.074 – Personnel Matters, to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee.

- a. A discussion regarding the appointment, employment, evaluation, reassignment and/or duties of an employee.

This closed session ended on October 24, 2013 at 3:45 p.m.

17. At 3:45 p.m., Carol Black reconvened the Board of Trustees of the Lake Travis Community Library District to take action on any executive session item if necessary. No action was taken.

CITIZENS PARTICIPATION: None.

19. Closing: Future meeting: November 22, 2013 - 2:00 p.m.  
December 19, 2013 – 2:00 p.m.

20. Since there was no further business the meeting was adjourned at 3:50 p.m.

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Nancy Pencsak, Secretary  
Board of Trustees  
Lake Travis Community Library District