

**MINUTES OF LAKE TRAVIS COMMUNITY LIBRARY DISTRICT  
BOARD OF TRUSTEES  
November 22, 2013**

At 2:00 p.m., President, Carol Black, called to order the one hundred and sixty-eighth 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 Carol Black, PK Chatterjee, Alan Gober, Nancy Pencsak and Sharon Rogers. Attendees were Morgan McMillian, Sue Gilman, Linden McCoy, Mikus Grinbergs, Jean Hennagin, Laura Mitchell, Devin Monk, Matt Womack and Steve Zbranek.

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

3. Nancy Pencsak, Board Secretary, asked for the approval of the October 24, 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. Sue Gilman presented the Statements of Elected/Appointed Officers to Sharon Rogers and Alan Gober for their signatures.

6. Both Sharon Rogers and Alan Gober stated the Oath of Office of New Board Members.

9. (Taken out of order) At this time, Laura Mitchell, Matt Womack and Steve Zbranek, from the Chamber of Commerce, presented a check in the amount of \$5,428 as a contribution from Dancing With the Stars proceeds. CITIZENS PARTICIPATION: Board members and visitors moved to the library for a picture taking session.

7. An election of Officers took place.

Nancy Pencsak made a motion that Carol Black be elected President. PK Chatterjee seconded the motion. The motion passed unanimously.

Nancy Pencsak made a motion that Sharon Rogers be elected Vice-President. Alan Gober seconded the motion. The motion passed unanimously.

Sharon Rogers made a motion that Nancy Pencsak be elected Secretary. PK Chatterjee seconded the motion. The motion passed unanimously.

Sharon Rogers made a motion that PK Chatterjee be elected Treasurer. Alan Gober seconded the motion. The motion passed unanimously.

Nancy Pencsak made a motion that Alan Gober be elected Coordinator of Library Operations and Human Resources. PK Chatterjee seconded the motion. The motion passed unanimously.

8. There was no donated art to be considered. CITIZENS PARTICIPATION: None.

10. Morgan McMillian gave a Bldg. Committee report to the Board. This month the cracks in the front arches have been repaired. The landscape sub contractor completed the reshaping of the granite amphitheater – to raise its standard to be fully accessible for wheelchairs. This work was not included in the original contract actions. This work cost \$3,508 and was completed in a good manner. The roof repairs continue – only two minor leaks remain. A hard rain is needed to determine if the latest roof repairs have been successful.

The only major “punch list” item remaining is to develop a plan for correcting, and then the correction of, ‘hairline’ cracking in the exterior stucco. Bartlett Cocke should provide a correction plan by early next year. The ‘final walk-thru’ is scheduled for Monday, December 16<sup>th</sup>. The final payment to Bartlett Cocke is being reserved. Problems with the acoustics in the meeting room are to be investigated.

CITIZENS PARTICIPATION: None

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

12. Morgan McMillian and Carol Black presented a revised Patron Regulations policy for approval.

CITIZENS PARTICIPATION: Mr. Grinbergs asked if the policy would prohibit voter registration activities. This will be addressed at the December meeting

13. Treasurer's Report. Mr. PK Chatterjee gave the treasurer's report. Sales Tax receipts for October are \$58,290. November receipts are \$64,730. Mr. Chatterjee plans to open an account at Pioneer Bank to take advantage of better interest rates. A new Investment Policy for donated funds will be needed, as donated funds are not public money, and are not subject to the same requirements as public funds. Sharon Rogers made a motion to approve the Treasurer's Report. Alan Gober seconded the motion.

CITIZENS PARTICIPATION: Mr. Grinbergs asked if the public would be able to see the District's Final Audit. Copies of the Audit will be placed in the present Audit notebook near the public copy machine.

The motion carried unanimously.

PK Chatterjee made a motion that the District authorize Mr. Chatterjee to sign a new Pledged Assets Agreement with Wells Fargo Bank. Alan Gober seconded the motion. The motion carried unanimously

18. (taken out of order) Morgan McMillian discussed recent communications with representatives of Sales Tax Assurance. Sales Tax Assurance has found that the State Comptroller's records may not be correct for the LTCLD.

Sales Tax Assurance is investigating whether sales taxes from Austin Energy non-residential services, in the Library District, are going to the Library District. Sales Tax Assurance is also investigating whether sales taxes from the Golf Club in Spanish Oaks have been going to the Library District in error, as they are not in the Library District.

CITIZENS PARTICIPATION: Mr. Grinbergs asked what is Sales Tax Assurance? Alan Gober explained that Sales Tax Assurance is a company contracted by the District to see that the District is receiving the correct amount of sales tax. The Board had agreed at a previous meeting to hire this firm.

14. Morgan McMillian presented a revised Gift Policy. Sharon Rogers made a motion to approve the policy. Alan Gober seconded the motion. CITIZENS PARTICIPATION: None.  
The motion carried unanimously.

15. Morgan McMillian presented a revised Interlibrary Loan Policy. PK Chatterjee voiced support for a mailing charge for Interlibrary Loans. Nancy Pencsak made a motion to approve the policy. Alan Gober seconded the motion. CITIZENS PARTICIPATION: None.  
The motion carried, with Mr. Chatterjee abstaining.

16. Regarding the Personnel Policy Manual, the Board discussed creating a policy regarding gifts to retiring employees. PK Chatterjee made a motion that, upon resignation, a full time employee, who has been employed by the district for at least five years, will receive an honorarium in the amount of one week's pay. Alan Gober seconded the motion. CITIZENS PARTICIPATION: None.  
The motion carried unanimously.

17. Regarding the Personnel Policy Manual, the Board discussed creating a policy regarding matching retirement contributions by full-time employees. PK Chatterjee would like to see 5 months of positive sales tax trends. Mr. Chatterjee voiced support for including part-time employees, matching up to 3%. This matter will be taken up at the December meeting. CITIZENS PARTICIPATION: None.

19. & 20. Pat Smith, Executive Director of the Texas Library Association, contacted Carol Black about “Directors and Officers Liability Insurance” soon to be made available by that organization. For our Board members and Library Director to apply for this insurance, the LTCLD would have to obtain Institutional Membership in the Texas Library Association. The cost to a library having a budget under one million would be \$100 annually. It would be up to the individual Board member if they want to purchase this insurance. Individual membership costs \$30 to join TLA and at the present time regular members are charged \$35 for liability insurance. PK Chatterjee made a motion that the Library apply for membership in the Texas Library Association. Alan Gober seconded the motion. CITIZENS PARTICIPATION: None.

The motion carried unanimously. Morgan McMillian will submit the application for membership.

21. Morgan McMillian presented the Librarian’s Report. Program attendance has increased 39% from a year ago. The door count has increased 59% and circulation transactions have increased 31%. The Lakeway Civic Corporation has provided a grant of \$499 to purchase a lapel mike for use in the meeting room. The library currently has 9,464 active cardholder accounts, up from 7,719 in October 2012.

CITIZENS PARTICIPATION: None.

22. Executive session:

Carol Black adjourned the meeting at 3:53 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 November 22, 2013 at 4:07 p.m.

23. At 4:08 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. PK Chatterjee made a motion to give the staff and the director holiday bonuses. Sharon Rogers seconded the motion. CITIZENS PARTICIPATION: None.

The motion carried unanimously.

24. Board Comments:

PK Chatterjee requested forms for opening bank accounts as he will be opening accounts at Pioneer Bank.

Sharon Rogers requested, that on future agendas, the Librarian’s Report be placed earlier on the agenda.

25. Closing: Future meetings: December 19, 2013 - 2:00 p.m.

January 23, 2013 – 2:00 p.m.

26. Since there was no further business the meeting was adjourned at 4:10 p.m.

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