

**MINUTES OF LAKE TRAVIS COMMUNITY LIBRARY DISTRICT  
BOARD OF TRUSTEES  
December 19, 2013**

At 2:00 p.m., Vice-President, Sharon Rogers, called to order the one hundred and sixty-ninth 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 and Sharon Rogers. Absent Board Member was Carol Black. Attendees were Morgan McMillian, Joyce Botta, Jean Dowdy and Margaret McDermott.

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 November 22, 2013 minutes. PK Chatterjee made a motion to approve the minutes as presented Alan Gober seconded the motion. The motion passed unanimously.

4. CITIZENS PARTICIPATION: None.

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

6. Information about the Distance Learning program will be presented at the January 2014 meeting.  
CITIZENS PARTICIPATION: None.

7. Morgan McMillian gave a Bldg. Committee report to the Board. The warranty walk-thru was held recently. There is a small list of items remaining to be completed, of these, the cracks in the stucco is the most serious. PK Chatterjee commented that the last payment to Bartlett Cocke should not be made until the stucco problem has been resolved. The acoustical problems in the meeting room will be evaluated. Alan Gober has asked a professional contractor to have a look at this problem.

Some dead plants are to be replaced  
CITIZENS PARTICIPATION: None.

8. Morgan McMillian presented the Librarian's Report. Program attendance has increased 69% from a year ago. The door count has increased 53% and circulation transactions have increased 25%. The library currently has 9,543 active cardholder accounts, up from 7,764 in November 2012. The library will host the Library District Discussion Group Meeting January 17, 2014. Virginia Grumbles, former art teacher at the Lake Travis High School, will exhibit art during the month of January.

CITIZENS PARTICIPATION: None.

9. Morgan McMillian presented a revised Patron Regulations policy for approval.

Alan Gober made a motion to adopt the policy presented. PK Chatterjee seconded the motion.  
CITIZENS PARTICIPATION: None. The motion carried unanimously.

10. There was no formal report. Mr. Chatterjee reported that Sales Tax receipts for December were \$50,927. That is \$5,000 more than receipts for December 2012.

CITIZENS PARTICIPATION: None.

11. Regarding the Personnel Policy Manual, the Board discussed creating a policy regarding matching retirement contributions by full-time and part-time employees. Pending information from the District's lawyer, this will be taken up at the January meeting.

CITIZENS PARTICIPATION: None.

12. 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.

Nancy Pencsak read the information from the comptroller's website:

"The Lake Travis Community Library District is located in the western portion of Travis County. The Lake Travis Community Library District has the same boundaries as the Lake Travis Independent School District. The cities of Lakeway and Briarcliff are located entirely within the Lake Travis Community Library District. The library district does not include **any area within the city of Bee Cave**. The Lake Travis Community Library District overlaps and contains most of the same territory as the Travis County Emergency Services District No. 8, which has a special purpose district sales and use tax. The unincorporated area of Travis County in ZIP Codes 78620, 78669, 78734, 78736 and 78738 are partially located in the Lake Travis Community Library District. Contact the district representative at 512-263-2885 for additional boundary information"

There are no Library District documents that contain the phrase "any area within the city of Bee Cave," Boundary Survey documents were provided to the Comptroller by the District's treasurer in 2004. All references are "to the Bee Cave ETJ."

Sales Tax Assurance is investigating sales tax issues with Austin Energy, as they have possibly not been reporting sales tax to the proper entity.

CITIZENS PARTICIPATION: None.

13. Alan Gober will get information from the Texas Municipal League concerning Directors And Officers liability Insurance. The TML official has been out of the office. This will be taken up at the January meeting.

CITIZENS PARTICIPATION: None.

14. Morgan McMillian has submitted the application for membership in TLA.

CITIZENS PARTICIPATION: None.

15. Executive session:

Sharon Rogers adjourned the meeting at 2:35 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 December 19, 2013 at 2:40 p.m.

16. At 2: 41 p.m., Sharon Rogers 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.

18. Closing: Future meetings: January 23, 2014 – 2:00 p.m.

19. Since there was no further business the meeting was adjourned at 2:42 p.m.

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