

**MINUTES OF LAKE TRAVIS COMMUNITY LIBRARY DISTRICT
BOARD OF TRUSTEES
January 23, 2014**

At 2:00 p.m., President, Carol Black, called to order the one hundred and seventieth 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 Carol Black. Attendees were Morgan McMillan, Frank Black, Jana Dodd, Deborah Gernes, Maureen Mulrooney, Linda Sandlin David Steed and Adam Stepan.

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 December 19, 2013 minutes. PK Chatterjee made a motion to approve the minutes with a spelling correction. Alan Gober seconded the motion. The motion passed unanimously.

4. CITIZENS PARTICIPATION: None.

5. A presentation was made to the Lake Travis Community Library District by Water Control and Improvement District 17. David Steed presented 2 volumes of bound newsletters from the Highland Lakes Group, written primarily by Cole Rowland, recording the Group's more than 20 years interactions with the Lower Colorado River Authority. There was a brief recess for picture taking.

The Board thanked the District.

CITIZENS PARTICIPATION: None

6. There was no donated art to consider. CITIZENS PARTICIPATION: None.

7. The Distance Learning Project was discussed. Alan Gober made a motion to table this topic. PK Chatterjee seconded the motion.

CITIZENS PARTICIPATION: None. The motion carried unanimously.

9. (Out of order) Morgan McMillian presented the Librarian's Report. Program attendance has increased 84%, the door count has increased 34% and circulation transactions have increased 38%, from 2011. The library currently has 9,607 active cardholder accounts, up from 7,764 in December 2012. The library hosted the Library District Discussion Group Meeting January 17, 2014. Alan Tonnesen's photography will be exhibited during the month of February.

CITIZENS PARTICIPATION: Maureen Mulrooney asked how high a fine could a patron have and still check out books. Ms McMillian said that patrons with over \$5 would be restricted.

At this time Sharon Rogers arrived.

8. (Out of order) Frank Black and Morgan McMillian gave reports to the Board regarding existing projects still to be completed by contractor, Bartlett Cocke. Board discussion followed. PK Chatterjee advised holding back the final payment to Bartlett Cocke until the problem of cracks in the stucco is resolved; as long as there is no legal objection to that action.

Frank Black introduced Adam Stepan of Sunergy. Mr. Stepan submitted a proposal for a solar electric energy system for the library. Mr. Stepan presented color photographs of solar panels installed on the roof and panels installed in the parking lot. He recommended the parking lot installation as a better choice than the roof.

CITIZENS PARTICIPATION: Maureen Mulrooney asked what is PBI? Mr. Stepan explained that is an incentive rebate.

10. Treasurer's Report. Mr. PK Chatterjee gave the treasurer's report. Sales tax receipts for November were \$64,730.00, for December \$50,927.00, and January's receipts are \$53,870.00.

Sharon Rogers made a motion to approve the Treasurer's Report. Alan Gober seconded the motion.

CITIZENS PARTICIPATION: None. The motion carried unanimously.

Mr. Chatterjee has obtained a legal opinion that donations are not public funds.

Alan Gober made a motion to have PK Chatterjee continue gathering information on public funds and non-public funds and to write an investment policy for the investment of non-public funds. Sharon Rogers seconded the motion.

CITIZENS PARTICIPATION: None. The motion carried unanimously.

Mr. Chatterjee stated that the auditors gave the library an unqualified report on the 2012-2013 Audit. The final report is available to the public.

11. PK Chatterjee presented Resolution 2014-01, regarding Bank Accounts, to the Board. This will authorize opening a new account at the Pioneer Bank with Carol M. Black and PK Chatterjee as signatories.

PK Chatterjee made a motion to adopt Resolution 2014-01. Alan Gober seconded the motion.

CITIZENS PARTICIPATION: None. The motion passed unanimously.

12. The Board discussed creating a policy regarding matching the retirement contributions made by full-time employees. Board discussion followed. It has been determined that the Board may provide retirement benefits to all employees and other benefits to only some employees.

PK Chatterjee made a motion to approve matching the employee retirement contributions, of all employees, up to 5% of their salary. Alan Gober seconded the motion.

CITIZENS PARTICIPATION: None. The motion passed unanimously.

PK Chatterjee discussed eliminating health insurance for employees and instead, make a one time salary adjustment, to assist employees obtaining their own health insurance.

PK Chatterjee made a motion to change the Personnel Policy Section 25, to read "after an employee has been with the District 6 months" Alan Gober seconded the motion.

CITIZENS PARTICIPATION: None. The motion passed unanimously.

13. 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. They have found several businesses that were not set up for the Library District and have submitted those to the Comptroller's office. They continue to work with Austin Energy to get their reallocation of taxes owed to the District.

CITIZENS PARTICIPATION: None.

14. Alan Gober discussed Directors and Officers Liability Insurance through the Texas Municipal League. The District does have coverage for Directors and Officers Liability Insurance through the Texas Municipal League.

CITIZENS PARTICIPATION: None

15. Executive session:

Carol Black adjourned the meeting at 4:13 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 January 23, 2014 at 4:18 p.m.

16. At 4:19 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

18. Closing: Future meetings: February 27, 2014 - 2:00 p.m.
 March 27, 2014 – 2:00 p.m.

19. Since there was no further business the meeting was adjourned at 4:20 p.m.

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