

**MINUTES OF LAKE TRAVIS COMMUNITY LIBRARY DISTRICT
BOARD OF TRUSTEES
April 24, 2014**

1. At 2:00 p.m., President, Carol Black, called to order the one hundred and seventy-third 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, Sharon Rogers, and Carol Black. Board Member Nancy Pencsak was absent. Attendees were Morgan McMillian, Sue Gilman, Yvette Elizondo, Frank Black, Jean Dowdy, Joan Buzzard, and Mikus Grinbergs.

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

3. Carol Black, Board President, asked for the approval of the March 27, 2014 minutes. Sharon made a motion to approve the minutes as presented. Alan seconded the motion. The motion passed unanimously.

4. CITIZENS PARTICIPATION: None.

5. Morgan McMillian and Sue Gilman gave a report on the kitchen fire that occurred early on March 28, 2014. The fire was contained to the kitchen. Clean up and repairs have been done. The library discontinued service with Vanguard Cleaning and switched to KISS. To prevent the same kind of fire from happening again, Sharon Rogers suggested an induction stove or a master switch.

CITIZENS PARTICIPATION: None.

6. There was no donated art.

CITIZENS PARTICIPATION: None.

7. Frank Black and Morgan McMillian gave a Building Committee report to the Board regarding existing projects still to be completed by contractor, Bartlett Cocke. Board discussion followed. Stucco samples will be applied on Monday, April 28th. Charles Bonner from BAI estimates \$3,104-\$3,124 for acoustic work on the meeting room. Burned out lights should be replaced on Monday, April 28th.

CITIZENS PARTICIPATION: None.

8. A presentation to hold a fundraiser on the library grounds in the future did not take place. Africa's Promise Village did not attend the meeting.

CITIZENS PARTICIPATION: None.

9. PK Chatterjee and Morgan McMillian discussed reports from Sales Tax Assurance.

Discussion followed. 34 business have been updated, 2 were corrected, that money will have to be given back, but it is a very small amount.

CITIZENS PARTICIPATION: Frank Black asked about Amazon.

10. Library Director's Report. Program attendance has decreased 40% from a year ago. The door count has decreased 24% and circulation transactions have increased 5%, but the grand opening was March of last year.

The Friends of the Library gave \$1,000 to LTHS art students. The library will host Rick McGee on May 20th. CITIZENS PARTICIPATION: Joan Buzzard stated the Friends of the Library will have a booth at the farmer's market on May 4th.

11. Treasurer's Report. Mr. PK Chatterjee gave the treasurer's report. Sales tax receipts for February were \$110,520. March receipts are \$48,484. Sharon made a motion to approve the Treasurer's Report. Alan seconded the motion.

CITIZENS PARTICIPATION: None. The motion carried unanimously.

12. The Long Range Plan needs updating. Discussion on this topic took place.

Morgan suggested a 5 member committee made up of 1 staff member, 1 volunteer, 1 board member, and 1 Friends of the Library member. PK volunteered. Morgan will bring a list of names to the next meeting for approval.

13. Executive session:

Carol Black adjourned the meeting at 3:06 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 April 24, 2014 at 3:20 p.m.

14. At 3:21 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.

CITIZENS PARTICIPATION:

Two personnel motions were discussed and both were approved.

15. Board Comments: None.

16. Closing: Future meetings: May 22, 2014 - 2:00 p.m.
June 26, 2014 – 2:00 p.m.

17. Since there was no further business the meeting was adjourned at 3:22 p.m.

Yvette Elizondo, Secretary
Lake Travis Community Library District