

**MINUTES OF LAKE TRAVIS COMMUNITY LIBRARY DISTRICT
BOARD OF TRUSTEES
May 22, 2014**

At 2:00 p.m., Vice-President, Sharon Rogers, called to order the one hundred and seventy-fourth 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. Carol Black was absent. Attendees were Morgan McMillian, Mikus Grinbergs and Jody Roelofs.

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 April 24, 2014 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. A discussion was held on a poster that Bill Hyché would like to donate to the library. Alan Gober made a motion not to accept this poster. PK Chatterjee seconded the motion. CITIZENS PARTICIPATION: None. The motion passed unanimously.

6. Morgan McMillian gave a Building Committee report to the Board regarding existing projects still to be completed by contractor, Bartlett Cocke. The important project presently is the reconstruction of the outside stucco. Bartlett Cocke plans to begin stucco repairs on the library exterior starting Monday, June 9th. Permanent scaffolding will be erected during the work which should take approximately two to three weeks. Other punch list items still need to be addressed. Wave baffles to address acoustical issues in the meeting room are estimated to cost \$6,500. Board discussion followed. PK Chatterjee made a motion to approve \$7,000 for the wave baffles. Alan Gober seconded the motion. CITIZENS PARTICIPATION: None. The motion passed unanimously.

7. There was no presentation requesting permission to hold a fundraiser.

8. P.K. Chatterjee and Morgan McMillian discussed reports from Sales Tax Assurance. The City of Austin continues to report to the district. CITIZENS PARTICIPATION: None.

9. The City of Lakeway has requested that the Board participate in the 4th of July parade as dignitaries. All Board Members are available to ride in the parade. It was suggested that Bob Johntz, and his convertible, be invited to participate. Alan Gober will make the necessary contacts. CITIZENS PARTICIPATION: None.

10. Library Director's Report. Morgan McMillian stated that compared to April 2013, program attendance is up 28%, the door count is down 26%, circulation is down 3%. Summer Reading

Kick Off is Saturday, June 7th. There are 144 different programs for the summer, including reading log punch cards for adults. Shirts, with the library logo, have been ordered.

CITIZENS PARTICIPATION: None.

11. Treasurer's Report. Mr. PK Chatterjee gave the treasurer's report. Sales tax receipts for April were \$55,772, for May \$66,785. Mr. Chatterjee discussed the proposed budget for 2013-14. Alan Gober made a motion to approve the Treasurer's Report. Nancy Pencsak seconded the motion. CITIZENS PARTICIPATION: None.

The motion carried unanimously.

12. Morgan McMillian submitted the following names: PK Chatterjee, Kay Ficklin, Sue Gilman, Morgan McMillian and Sharon Temple to serve on the Long Range Planning Committee. PK Chatterjee made a motion to approve the names submitted. Alan Gober seconded the motion.

CITIZENS PARTICIPATION: Jody Roelofs asked what is this plan. PK Chatterjee explained that the library is required to have a long range plan for futures services and programs, and to update it periodically. The motion carried unanimously.

13. Executive session:

Sharon Rogers adjourned the meeting at 2:40 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 May 22, 2014 at 2:46 p.m.

14. At 2:47 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.

CITIZENS PARTICIPATION: None. No action was taken.

16. Closing: Future meetings: June 26, 2014 - 2:00 p.m. in the Teen room
July 24, 2014 – 2:00 p.m.

17. Since there was no further business the meeting was adjourned at 2:48 p.m.

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