

**MINUTES OF LAKE TRAVIS COMMUNITY LIBRARY DISTRICT  
BOARD OF TRUSTEES  
June 26, 2014**

At 2:00 p.m., President, Carol Black, called to order the one hundred and seventy-fifth 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, Sharon Rogers and Carol Black. Attendees were Morgan McMillian, Frank Black, Joyce Botta, and Mikus Grinbergs.

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 May 22, 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 library logo design that Mr. Don Canada had proposed and was donating his time to design. Morgan McMillian and Carol Black noted that our current logo design was the result of a teenage art contest with the winner's design being chosen for use. This design is currently being used on shirts, stationary, nametags, cups, etc. It would be expensive to change logos at this time. Also, the LTCLD, in conducting the logo contest, has a commitment to the winner's design. The proposed new design uses the colors orange and green similar to the logo of Mr. Canada's company, Be Health Lake Travis. Long ago the contest winner, Megan Rudy, and staff determined that the color blue would be used with the LTCL's logo.

Carol Black made a motion to decline the offer of this logo design. Sharon Rogers seconded the motion.

CITIZENS PARTICIPATION: Joyce Botta said that she agrees with the Board's decision.

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. Board discussion followed. The recent rain storms continue to produce roof leaks. There have been no further bids from companies supplying Solar Panels. The remedies for the acoustics in the meeting room could be \$10,000 to \$12,000.

CITIZENS PARTICIPATION: Joyce Botta encouraged the Board to continue to pursue remedies for the acoustics in the meeting room.

7. The LTCLD Board of Trustees has been invited to participate in the Lakeway Fourth of July Parade as dignitaries. Discussion followed on the logistics of the venture. Board members available to ride in the parade are Carol Black, Nancy Pencsak, Alan Gober, and PK Chatterjee. It was decided that the staff would purchase candies, etc. for the parade.

CITIZENS PARTICIPATION: None.

8. P.K. Chatterjee and Morgan McMillian discussed reports from Sales Tax Assurance.

Discussion followed.

CITIZENS PARTICIPATION: None.

9. Library Director's Report. Morgan McMillian stated that compared to May 2013, program attendance is up 15%, the door count is up 8%, and circulation is about the same. Currently check outs are limited to 25 items; this will be increased to 50 items. A Mango Language program will be held Thursday, July 17.

Ms. McMillian reported on the Long Range Planning Committee's meetings. There are plans for a community survey.

CITIZENS PARTICIPATION: None.

10. Alan Gober presented a draft regarding emergencies in the library. The handout to the Board included a detailed map of the library with extensive information about exits, emergency cutoffs and procedures. The Board was very impressed with this first draft, which is extremely thorough.

CITIZENS PARTICIPATION: Mikus Grinbergs made suggestions about lists of emergency cutoffs and whom to notify of emergencies.

11. Treasurer's Report. Mr. P.K. Chatterjee gave the treasurer's report. Sales tax receipts for May were \$66,785, for June \$60,223. The Friends of the Library gave a \$15,000 undesignated donation. The Equity Operating Reserve will be increased to \$100,000 to reflect two months operating expenses. West Davis firm will again conduct the annual financial audit. Accounts for undesignated donations will be opened at Charles Schwab Brokerage Service and Pioneer Bank.

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

CITIZENS PARTICIPATION: None. The motion carried unanimously.

12. P. K. Chatterjee presented the 2014-2015 LTCLD Budget.

PK Chatterjee made a motion to approve the 2014-2015 Budget. Nancy Pencsak seconded the motion.

CITIZENS PARTICIPATION: None. The motion carried unanimously.

13. Executive session:

Carol Black adjourned the meeting at 3:30 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 June 26, 2014 at 4:16 p.m.

14. At 4:17 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 approve salary increases to the staff. Alan Gober seconded the motion.

CITIZENS PARTICIPATION: None. The motion passed unanimously.

15. There were no Board Comments.

16. Closing: Future meetings: July 24, 2014 - 2:00 p.m.

August 28, 2014 – 2:00 p.m.

17. Since there was no further business the meeting was adjourned at 4:18 p.m.

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