

**MINUTES OF LAKE TRAVIS COMMUNITY LIBRARY DISTRICT
BOARD OF TRUSTEES
November 25, 2014**

At 2:00 p.m., Carol Black called to order the one hundred and eightieth 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 Carol Black, PK Chatterjee, Alan Gober, and Nancy Pencsak. Attendees were Frank Black, Jean Dowdy, Sue Gilman, Ginger Gober, Mikus Grinbergs and Jean Hennagin.

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 October 23, 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. Sue Gilman presented the Statements of Elected/Appointed Officers. Nancy Pencsak, PK Chatterjee, and Carol Black signed the "Statements of Elected/Appointed Officers."

6. Sue Gilman administered the "Oath of Office as Board Trustees" to Nancy Pencsak, PK Chatterjee, and Carol Black.

7. An election of officers for the LTCLD was held for the 2014-2015 year.

Carol Black was nominated for President

Sharon Rogers was nominated for Vice-President

Nancy Pencsak was nominated for Secretary

PK Chatterjee was nominated for Treasurer

Alan Gober was nominated for Coordinator of Library Operations and Human Resources.

Nancy Pencsak made a motion to elect the so nominated candidates for office in the 2014-2015 year.

PK Chatterjee seconded the motion. Carol Black asked if there were any nominations from the floor. There were none. The vote was called and the motion carried unanimously.

8. There was no Donated Art to be considered.

CITIZENS PARTICIPATION: None.

Board member Sharon Rogers arrived.

9. Alan Gober presented the final version of plan for Emergencies in the Library. The plan is quite thorough with a detailed map showing emergency exits and locations of safety equipment. Copies will be available at the Circulation Desk and all staff will receive training and updates.

Carol Black made a motion to adopt the plan as presented. PK Chatterjee seconded the motion.

CITIZENS PARTICIPATION: Sue Gilman suggested that the plan be stored on the library's Z drive

The motion passed unanimously

10. PK Chatterjee discussed reports from Sales Tax Assurance. There is nothing new to report and Sales Tax Assurance continues to monitor the District's sales tax collections.

CITIZENS PARTICIPATION: None.

11. Sue Gilman presented the Library Director's Report.

Ms. Gilman stated that compared to October 2013, program attendance is up 13%, the door count is down 13%, and circulation is 7% higher. The library currently has 10,718 active card holders. Wifi statistics are now tracked; there were 1,987 connections in October. The Long Range Planning Committee has distributed a community survey and is compiling results.

Port Enterprises (Bartlett Cocke roofing subcontractor) began a full roof replacement on October 22nd. Award-winning entries from the Teen Read Week Art Contest are on display in the meeting room in November. Bartos Architectural submitted a proposal to install panels in the meeting room for \$10,477. Alan Gober offered to install the panels after Bartos takes the measurements. Liability issues will be investigated. Mr. Gober is contacting a gutter company, after being informed that the amphitheater problem is not a run-off, landscaping problem, but a rain and gutter problem.

12. Treasurer's Report. Mr. PK Chatterjee gave the treasurer's report. Sales tax receipts for October are \$67,722.00, for November \$70,083.00. The balance sheet is very, very healthy. Copies of the Audit have been provided to Board members. Alan Gober made a motion to approve the Treasurer's Report. Sharon Rogers seconded the motion.

CITIZENS PARTICIPATION: None.

The motion carried unanimously.

13. Executive session:

Carol Black adjourned the meeting at 2:55 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 November 25, 2014 at 3:03 p.m.

14. At 3:04 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. Carol Black made a motion to give all staff a Christmas Bonus. Nancy Pencsak seconded the motion.

CITIZENS PARTICIPATION: None.

The motion carried unanimously.

15. Board Comments: There will not be a financial report for November, at the December meeting.

PK Chatterjee commented that he sees the need for a larger book sale area in the library.

16. Closing: Future meetings

Dec. 18, 2014 -- 2:00 p.m. - Board Meeting – Lake Travis Community Library

17. Since there was no further business the meeting was adjourned at 3:05 p.m.

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