

**MINUTES OF LAKE TRAVIS COMMUNITY LIBRARY DISTRICT
BOARD OF TRUSTEES
December 18, 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, Alan Gober, Nancy Pencsak, and Sharon Rogers. PK Chatterjee was absent. Attendees were Morgan McMillian, Jana Dodd, 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 November 25, 2014 minutes. Sharon Rogers made a motion to approve the minutes as presented. Alan Gober seconded the motion. The motion passed unanimously.

4. CITIZENS PARTICIPATION: None.

5. There was no Donated Art to be considered.

CITIZENS PARTICIPATION:

6. Board members were given copies of the current Emergencies in the Library Policy. Alan Gober presented the final version of the Policy 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. This extensive plan will be incorporated in the Policy Manual at the January Board meeting. Sharon Rogers commented that she would like the bad weather policy to be up to the Library Director.

CITIZENS PARTICIPATION: None.

7. Bartos Architectural has submitted a proposal to install panels in the meeting room for \$10,477. Alan Gober made a motion to accept Bartos Architectural's bid of \$10,477, and to allocate funds to cover the bid and contingencies. Sharon Rogers seconded the motion.

CITIZENS PARTICIPATION: None. The motion passed unanimously.

8. Morgan McMillian 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.

9. Morgan McMillian presented the Library Director's Report.

Ms. McMillian stated that compared to November 2013, program attendance is down 9%, the door count is down 4%, and circulation is 6% higher. The library currently has 10,885 active card holders. Wifi statistics are now tracked; there were 2,281 connections in November. The Long Range Planning Committee has distributed a community survey and is compiling results.

Port Enterprises (Bartlett Cocke roofing subcontractor) completed a full roof replacement in early December and paid for water damage to some of the DVD collection.

Mr. Gober has contacted a gutter company, after being informed that the amphitheater problem is not a run-off, landscaping problem, but a rain and gutter problem. Upgrading the 'gutter' on the east side would involve removing roofing; therefore erosion control will be addressed. JXC has submitted a bid for \$8,851 and GreenScape has submitted a bid for \$11,198. Alan Gober made a motion to allocate \$11,500 for erosion control on the East side of the building. Sharon Rogers seconded the motion.

CITIZENS PARTICIPATION: None. The motion passed unanimously

10. Morgan McMillian handed out information from Mary Jo Finch on Legislative issues. Nancy Pencsak made a motion that the Library District, using no sales tax monies, support the effort to hire a lobbyist to educate Texas legislators on behalf of Library Districts. Sharon Rogers seconded the motion. CITIZENS PARTICIPATION: None. The motion passed unanimously

11. Executive session:

Carol Black adjourned the meeting at 3:01 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 December 18, 2014 at 3:05 p.m.

12. At 3:06 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.

14. Closing: Future meetings

Jan 22, 2015 -- 2:00 p.m. - Board Meeting – Lake Travis Community Library

15. Since there was no further business the meeting was adjourned at 3:07 p.m.

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