

**MINUTES OF LAKE TRAVIS COMMUNITY LIBRARY DISTRICT  
BOARD OF TRUSTEES  
February 26, 2015**

At 2:00 p.m., President Carol Black called to order the one hundred and eighty-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, Nancy Pencsak, Carol Black, and Sharon Rogers. Attendees were Morgan McMillian, Mikus Grinbergs, Diane Taylor, and Tim Toler.

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 January 22, 2015 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. Diane Taylor and Morgan McMillian gave a report on the City of Lakeway Focus Group Meeting that took place on January 17, 2015. This was in relation to the new development at the Oaks of Lakeway. Members of the art community were invited to complete a questionnaire about the creation of an Arts District. Carol Black noted that prior to any LTCLD personnel meeting with other governmental entities, the Board President should be notified. CITIZENS PARTICIPATION: None

6. There was no donated art.

CITIZENS PARTICIPATION: Diane Taylor asked about how donations are handled. It was noted that with Board acceptance, the library director had the final decision as to where the item would be placed.

7. Morgan McMillian and Allan Gober gave a report related to the acoustical work in the meeting room. The tiles have been ordered and should ship February 27th. Installation is expected to take 4 days.

CITIZENS PARTICIPATION: None.

8. Library Director's Report. Morgan McMillian stated that compared to January 2014, program attendance is up 24 %, the door count is down slightly, and circulation is up 7 %. The library currently has 8,907 active card holders. Wi-Fi statistics are now tracked; there were 2,048 connections in January. The Food for Fines forgiveness program collected a substantial amount of non-perishable foods for the Crisis Ministry and forgave \$150 in fines, as of February 23. March 7th there will be an arts reception for exhibiting artist Donna Overly, from 1:30 pm -3:30 pm. JXC Landscaping plans to begin work on the amphitheater March 3rd.

CITIZENS PARTICIPATION: None

9. Morgan McMillian and the Long Range Planning Committee gave a report. The six Priorities or areas of focus for 2015-2018 are: 1. Serve the outlying areas of the library district with a physical presence. 2. Redesign laketravislibrary.org. 3. Address the need for quiet space and working spaces in the library. 4. Offer more programs for all ages. 5. Extend library hours. 6. Continue to cultivate a strong collection to meet all community needs.

Carol Black thanked the members of the Planning Committee for their work. The committee included PK Chatterjee, Kay Ficklin, Sue Gilman, Morgan McMillian, and Sharon Temple.

Carol Black made a motion to adopt the Long Range Plan. Sharon Rogers seconded the motion.

CITIZENS PARTICIPATION: Diane Taylor asked about expansion. PK Chatterjee pointed out that is included in the Plan. Tim Toler asked about library use from 6 pm to 7 pm. Ms McMillian said the library is busy during that time. The motion carried unanimously

10. Treasurer's Report. Mr. PK Chatterjee gave the treasurer's report. Sales tax receipts for January were \$57,794. February sales tax receipts reached an all time high of \$72,888. There are plans to open an investment account with Charles Schwab Brokerage Service. Alan Gober made a motion to approve the Treasurer's Report. Sharon Rogers seconded the motion. CITIZENS PARTICIPATION: None  
The motion carried unanimously.

11. PK Chatterjee discussed the need for no changes to the Investment Policy. PK Chatterjee made a motion to approve the current Investment Policy for Public Funds and for Non-Public Funds. Alan Gober seconded the motion. CITIZENS PARTICIPATION: None.  
The motion carried unanimously.

12. PK Chatterjee and Morgan McMillian discussed reports from Sales Tax Assurance. Sales Tax Assurance continues to monitor collections. At this time, they are looking into a 90% drop in collections from one entity. CITIZENS PARTICIPATION: None.

13. Morgan McMillian presented information on progress of actions regarding Library District Legislative Concerns. The Association of Community Library Districts is a voluntary association that exists for the sole purpose of hiring a state-level legislative lobbyist to represent our shared concerns before the Texas State Legislature.

Robert E. Johnson Jr. has been hired as a lobbyist for The Association of Community Library Districts. At this time, there are no pieces of legislation of concern.

A Memorandum of Understanding (MOU) has been entered into by and between the Library Districts (14 of the 15 districts have committed, 1 is pending). The purpose of this MOU is to describe the legislative effort initiated by participating districts and to foster a common understanding of the initiative.

PK Chatterjee made a motion to approve signing The Memorandum of Understanding. Alan Gober seconded the motion. CITIZENS PARTICIPATION: None.

The motion carried unanimously.

14. Executive session:

Carol Black adjourned the meeting at 3:07 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 February 26, 2015 at 3:11 p.m.

15. At 3:12 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 increase staff hours. Sharon Rogers seconded the motion. CITIZENS PARTICIPATION: None.  
The motion carried unanimously.

16. Board Comments: None.

17. Closing: Future meetings: March 26, 2015 - 2:00 p.m.  
April 23, 2015 – 2:00 p.m.

18. Since there was no further business the meeting was adjourned at 3:20 p.m.

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