

MINUTES OF LAKE TRAVIS COMMUNITY LIBRARY DISTRICT  
BOARD OF TRUSTEES  
November 19, 2015

At 2:00 p.m., President Carol Black called to order the one hundred and ninety-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 Alan Gober, PK Chatterjee, Carol Black, Nancy Pencsak, and Sharon Rogers. Attendees were Morgan McMillian, Frank Black, Jana Dodd, Sue Gilman, Mikus Grinbergs, Kitty Ripley, and Sarah Traugott.

The Pledge of Allegiance to the Flag of the United States of America and the Flag of the State of Texas were recited.

3. Carol Black asked for the approval of the October 22, 2015 minutes, with corrections. PK Chatterjee seconded the motion. The motion passed unanimously.

4. CITIZENS PARTICIPATION: None.

5. Sue Gilman presented the Statements of Elected/Appointed Officers.

Alan Gober and Sharon Rogers signed the "Statements of Elected/Appointed Officers."

6. Sue Gilman administered the "Oath of Office as Board Trustees" to Alan Gober and Sharon Rogers.

11. Librarian's Report: Sarah Traugott gave a report from the Young Adult Library Services Association Conference. Most Young Adult programs need a couple of years to become established. Some activities suggested were Brown Bag Lunch book talks at the local high school and more casual, comfortable areas for teens. Ms. Traugott was enthusiastic about the helpful information from the conference and expressed appreciation to the Board for the opportunity to attend.

7. An election of officers for the LTCLD was held for the 2015-2016 year.

Nancy Pencsak nominated Carol Black for President, PK Chatterjee seconded.

Nancy Pencsak nominated Sharon Rogers for Vice-President, PK Chatterjee seconded.

Alan Gober nominated Nancy Pencsak for Secretary, Sharon Rogers seconded.

Nancy Pencsak nominated PK Chatterjee for Treasurer, Sharon Rogers seconded.

PK Chatterjee nominated Alan Gober for Coordinator of Library Operations and Human Resources, Sharon Rogers seconded.

After each nomination, Carol Black asked if there were any nominations from the floor. Each time there were none. Each time the vote was called, the motion carried unanimously.

18. The 2015 Audit was presented by Kitty Ripley of West, Davis accounting firm. There were no problems with the Audit. Current recommendations were that the District consider capitalizing the library's collection in its government-wide financial statements; and that the Investment Policy for Non Public Funds be amended to clarify which funds the limit of ten percent is to be based.

Alan Gober made a motion to accept the Audit. PK Chatterjee seconded the motion.

CITIZENS PARTICIPATION: None. The motion passed unanimously

8. There was no art donation.

11. Librarian's Report: Frank Black gave a report on the leaks in the storage closet due to recent heavy rains. It was discovered that 'weep holes' were missing from the back wall of the storage room. The repair, by Bartlett Cocke, will involve tearing out 1/3 of the outside wall and remounting the back door and storage room door.

CITIZENS PARTICIPATION: None

9. Vice-President Sharon Rogers serves as the Board historian. Ms. Rogers is compiling information.

CITIZENS PARTICIPATION: None.

10. The Board still has great interest in pursuing the Book Mobile option as a start to better serving the outlying areas of the LTCLD. Morgan McMillian presented a Book Mobile Timeline and Book Mobile Specs. Bids will be requested from book mobile suppliers OBS, Inc. and Farber. Alan Gober will be on the committee to help make the selection, and the Book Mobile Librarian from the Georgetown Library will be invited to serve as well. CITIZENS PARTICIPATION: None.

11. Librarian's Report. Morgan McMillian stated that compared to October 2014, program attendance is up 10%. The door count is down 9%, and circulation is down 4%. OverDrive transactions are 33% higher. The library currently has 9,683 active card holder accounts. Wi-Fi statistics are now tracked; there were 2,715 connections in October.

Lily Beard's Art Reception will be Sunday, December 6th, from 1-2:30 pm in the meeting room.

CITIZENS PARTICIPATION: None.

12. Morgan McMillian is researching the purchase of new library tables that will easily be transported in and out of the closet of the meeting room. Ms. McMillian does not want to dispose of the present tables until the new ones are delivered. Alan Gober has been researching table prices and features, and suggested that the 30 in by 72 inch tables would be the most serviceable that could be found. PK Chatterjee made a motion to purchase eight tables (30 inch by 72 in) for \$1,131.00 each + shipping. Sharon Rogers seconded the motion  
CITIZENS PARTICIPATION: None. The motion passed unanimously.

13. Morgan McMillian and Carol Black have been reviewing and updating for approval portions of the LTCLD Policy Manual. Today, they presented the LTCLD Mission Statement and Goals.

PK Chatterjee made a motion to approve the revised and updated Mission Statement and Goals. Sharon Rogers seconded the motion.

CITIZENS PARTICIPATION: None. The motion passed unanimously on November 19, 2015.

14. There were no changes to the Library Emergencies Policy.

CITIZENS PARTICIPATION: None.

15. PK Chatterjee made a motion to approve the revised and updated Intellectual Freedom Policy.

Alan Gober seconded the motion.

CITIZENS PARTICIPATION: None. The motion passed unanimously on November 19, 2015.

16. PK Chatterjee made a motion to approve the revised and updated Internet Access Policy.

Sharon Rogers seconded the motion.

CITIZENS PARTICIPATION: None. The motion passed unanimously on November 19, 2015.

PK Chatterjee made a motion to remove the Web Links Access Policy. Alan Gober seconded the motion.

CITIZENS PARTICIPATION: None. The motion passed unanimously on November 19, 2015.

PK Chatterjee made a motion to approve the Acceptable Use Guidelines consent form. Sharon Rogers seconded the motion. CITIZENS PARTICIPATION: None.

The motion passed unanimously on November 19, 2015.

17. PK Chatterjee gave the Treasurer's Report.

It was noted that October 2015 sales tax revenue was \$69,887. November receipts are \$87,493, the highest in the District's history.

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

CITIZENS PARTICIPATION: None. The motion passed unanimously.

As Library Assistant Yvette Elizondo has resigned, some new bill paying procedures are needed. Currently, Morgan McMillian approves bills, Sue Gilman puts the information into Quick Books, Yvette Elizondo pays the bills, and PK Chatterjee reconciles the accounts. It was suggested that Danielle Wilson take over paying bills out of Prosperity Bank by AutoPay, and hand-cut checks up to a \$500 limit.

PK Chatterjee made a motion that Danielle Wilson be given authority to pay bills out of Prosperity Bank by AutoPay, and hand write checks up to a \$500 limit. Carol Black seconded the motion.

CITIZENS PARTICIPATION: None. The motion passed unanimously.

19. Report from Sales Tax Assurance. Increases in sales tax receipts are due to Construction Business, out of state business, and increased retail activity.

CITIZENS PARTICIPATION: None.

20. Executive session:

Carol Black adjourned the meeting at 4:15 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 19, 2015 at 4:17 p.m.

21. At 4:18 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. Sharon Rogers made a motion to give all staff a Christmas Bonus. PK Chatterjee seconded the motion.

CITIZENS PARTICIPATION: None. The motion carried unanimously.

23. Closing: Future meetings: December 17, 2015 – 2:00 p.m.

January 28, 2016 – 2:00 pm

24. Since there was no further business the meeting was adjourned at 4:25 p.m.

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Nancy Pencsak  
Secretary  
Lake Travis Community Library District