

MINUTES OF LAKE TRAVIS COMMUNITY LIBRARY DISTRICT
BOARD OF TRUSTEES
December 17, 2015

At 2:00 p.m., President Carol Black called to order the one hundred and ninety-fourth 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, and Nancy Pencsak. Sharon Rogers was absent. Attendees were Morgan McMillian, Mikus Grinbergs, and Margaret McDermott.

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 November 19, 2015 minutes. PK Chatterjee made a motion to approve the minutes. Alan Gober seconded the motion. The motion passed unanimously.

4. CITIZENS PARTICIPATION: None.

5. There was no art donation to consider.

6. Vice-President Sharon Rogers serves as the Board historian. Ms. Rogers is compiling information to be presented at a later date. CITIZENS PARTICIPATION: None.

7. The Board still has great interest in pursuing the Book Mobile option as a start to better serving the outlying areas of the LTCLD. Tuscan Village HOA has approved parking of the Book Mobile. Ms McMillian and Alan Gober have a list of references for book mobile vendors being considered. The Book Mobile will house 2,500-3,000 books.

CITIZENS PARTICIPATION: None.

8. Librarian's Report. Morgan McMillian stated that compared to November 2014, program attendance is up 42%. The door count is down 7%, and circulation is up 4%. OverDrive transactions are 26% higher. The library currently has 9,749 active card holder accounts. Wi-Fi statistics are now tracked; there were 3,196 connections in November. The Quilts for All Seasons Reception will be Saturday, January 23, 2016, from 1:30 to 3:00 p.m. in the meeting room. CITIZENS PARTICIPATION: None.

9. Morgan McMillian and Alan Gober have researched 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. Eight tables have been ordered and are scheduled to ship January 11, 2016. CITIZENS PARTICIPATION: None.

10. Morgan McMillian and Carol Black have been reviewing and updating for approval, portions of the LTCLD Policy Manual. Today, they presented the LTCLD Borrowing of Library Owned Equipment Policies. PK Chatterjee made a motion to approve the revised and updated Borrowing of Library Owned Equipment Policies. Alan Gober seconded the motion.

CITIZENS PARTICIPATION: None. The motion passed unanimously on December 17, 2015

11. Today, they presented the LTCLD Copy Machine and Copyright Law Policies.

Alan Gober made a motion to approve the revised and updated Copy Machine and Copyright Law Policies. PK Chatterjee seconded the motion.

CITIZENS PARTICIPATION: None. The motion passed unanimously on December 17, 2015

12. The LTCLD Electronic Access Policies will be presented at the January Board meeting.

13. Today, they presented the LTCLD Fax Machines Policies.

PK Chatterjee made a motion to approve the revised and updated Fax Machines Policies.

Alan Gober seconded the motion.

CITIZENS PARTICIPATION: None. The motion passed unanimously on December 17, 2015.

14. Today, they presented the LTCLD Bulletin Boards and Spaces for Public Use Policies.

PK Chatterjee made a motion to approve the revised and updated Bulletin Boards and Spaces for Public Use Policies. Alan Gober seconded the motion.

CITIZENS PARTICIPATION: None. The motion passed unanimously on December 17, 2015

15. There was no written Treasurer's Report, as this meeting is early in the month.

The Treasurer reported that November 2015 sales tax revenue was \$87,493, the highest in the District's history, and the December receipts were \$76,823. Alan Gober made a motion to approve the reports from the Treasurer.

Carol Black seconded the motion.

CITIZENS PARTICIPATION: None. The motion passed unanimously

16. PK Chatterjee presented a revised and updated LTCLD Non-Public Funds Investment Policy, as suggested by the auditors. This revised and updated Policy will be adopted by Resolution at the January Board meeting.

CITIZENS PARTICIPATION: None.

17. Report from Sales Tax Assurance confirmed that the new HEB grocery is reporting.

CITIZENS PARTICIPATION: None.

18. Executive session:

Carol Black adjourned the meeting at 2:45 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 17, 2015 at 2:49 p.m.

19. At 2:50 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.

20. Board Trustees' Comments

21. Closing: Future meetings: January 28, 2016 – 2:00 p.m.

February 25, 2016 – 2:00 p.m.

March 24, 2016 – 2:00 p.m.

22. Since there was no further business the meeting was adjourned at 2:51 p.m.

Nancy Pencsak
Secretary
Lake Travis Community Library District