

MINUTES OF LAKE TRAVIS COMMUNITY LIBRARY DISTRICT  
BOARD OF TRUSTEES  
January 28, 2016

At 2:00 p.m., President Carol Black called to order the one hundred and ninety-fifth 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, Jean Dowdy, Mikus Grinbergs and Diane Taylor.

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 December 17, 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 has compiled 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.

Sharon Rogers made a motion to purchase the Book Mobile. Alan Gober seconded the motion.

CITIZENS PARTICIPATION: None. The motion passed unanimously.

The Book Mobile has been ordered, and a down payment of 30% has been paid.

Alan Gober made a motion to hire an Outreach Librarian. PK Chatterjee seconded the motion.

CITIZENS PARTICIPATION: None. The motion passed unanimously.

Sharon Rogers made a motion to send a library representative to Ohio to make decisions on colors, carpet, and like items. Alan Gober seconded the motion.

CITIZENS PARTICIPATION: None. The motion passed unanimously.

8. Librarian's Report. Morgan McMillian stated that compared to December 2015, program attendance is up 30%. The door count is up 5%, and circulation is up 3%. OverDrive transactions were up 33%. The library currently has 9,849 active card holder accounts. Wi-Fi statistics are now tracked; there were 2,548 connections in December. The Six Savants & A Prodigy Art Reception will be Sunday, February 7, 2016, from 2:00 to 3:30 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. Eight tables have been ordered and are scheduled to be delivered the first week of February. The old tables are to be given to the Lake Travis Thrift Store.

CITIZENS PARTICIPATION: None.

10. Morgan McMillian and Carol Black have been reviewing and updating for approval, or deletion, portions of the LTCLD Policy Manual. Today, they presented for deletion LTCLD Internet Access Policy and Web Links Policy. Alan Gober made a motion to delete the Internet Access Policy and Web Links Policy. Sharon Rogers seconded the motion. CITIZENS PARTICIPATION: None.

The motion passed unanimously on January 28, 2016.

11. Today, they presented for deletion, the LTCLD Policy Section of "Internet Access."

Alan Gober made a motion to delete the Policy Section of "Internet Access." Sharon Rogers seconded the motion. CITIZENS PARTICIPATION: None. The motion passed unanimously on January 28, 2016.

12. Today, they presented the LTCLD Electronic Access Policies and Acceptable Use Guidelines. Sharon Rogers made a motion to approve the revised and updated Electronic Access Policies and Acceptable Use Guidelines. Alan Gober seconded the motion.

CITIZENS PARTICIPATION: None. The motion passed unanimously on January 28, 2016.

13. Today, they presented the LTCLD Confidentiality of Patron Records.

PK Chatterjee made a motion to approve the revised and updated Confidentiality of Patron Records. Alan Gober seconded the motion.

CITIZENS PARTICIPATION: None. The motion passed unanimously on January 28, 2016.

14. Today, they presented the LTCLD Compliance with Judicial Warrant or Subpoena Policy.

There were no changes to this policy.

CITIZENS PARTICIPATION: None.

15. Today, they presented the LTCLD Open Records Policy.

PK Chatterjee made a motion to approve the revised and updated Open Records Policy.

Sharon Rogers seconded the motion.

CITIZENS PARTICIPATION: None. The motion passed unanimously on January 28, 2016.

16. Today, they presented the LTCLD Records Management Policy.

Sharon Rogers made a motion to approve the revised and updated Records Management Policy.

PK Chatterjee seconded the motion.

CITIZENS PARTICIPATION: None. The motion passed unanimously on January 28, 2016.

17. PK Chatterjee, presented the Treasurers reports, reporting that December 2015 sales tax revenue was \$76,823, and the January receipts were \$74,363. Alan Gober made a motion to approve the reports from the Treasurer. Sharon Rogers seconded the motion.

CITIZENS PARTICIPATION: Mikus Grinbergs had a question about the newer version of Quick Books that will be purchased. PK Chatterjee explained the point. The motion passed unanimously.

18. PK Chatterjee presented Resolution 2016-01 revising and updating LTCLD Non-Public Funds Investment Policy, as suggested by the auditors. PK Chatterjee made a motion to adopt Resolution 2016-01.

Alan Gober seconded the motion. CITIZENS PARTICIPATION: None. The motion passed unanimously

19. PK Chatterjee presented for Annual Approval the LTCLD Investment Polices.

PK Chatterjee made a motion to approve the LTCLD Investment Polices as they stand.

Alan Gober seconded the motion.

CITIZENS PARTICIPATION: None. The motion passed unanimously

20. Report from Sales Tax Assurance. The new HEB has reported and also Texas Disposal Audit.

CITIZENS PARTICIPATION: None.

21. Executive session:

Carol Black adjourned the meeting at 3:20 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 January 28, 2016 at 3:29 p.m.

22. At 3:30 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.

23. Board Trustees' Comments: None.

24. Closing: Future meetings: February 25, 2016 – 2:00 p.m.

March 24, 2016 – 2:00 p.m.

April 28, 2016 – 2:00 p.m.

25. Since there was no further business the meeting was adjourned at 3:31 p.m.

---

Nancy Pencsak  
Secretary  
Lake Travis Community Library District