

MINUTES OF LAKE TRAVIS COMMUNITY LIBRARY DISTRICT
BOARD OF TRUSTEES
February 25, 2016

At 2:00 p.m., President Carol Black called to order the one hundred and ninety-sixth 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, Margaret McDermott, and Al Weber.

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 January 28, 2016 minutes. Sharon Rogers made a motion to approve the minutes. Alan Gober seconded the motion. The motion passed unanimously.

4. CITIZENS PARTICIPATION: Al Weber gave an enthusiastic Thank You to the Librarian, the Staff and the Board for the wonderful library that he and his family enjoy using.

5. There was no Art donation to consider.

6. Vice President Sharon Rogers serves as the Board historian. Ms Rogers is compiling information.
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. The Book Mobile has been ordered, and a down payment of 30% has been paid. Building the body of the Book Mobile will take 3-4 months. The position of Outreach Librarian has been posted and 12 applications have been received.

CITIZENS PARTICIPATION: None.

8. Librarian's Report. Morgan McMillian stated that compared to January 2016, program attendance is up 35%. The door count is up 10%, and circulation remains the same. OverDrive Transactions were 1,601. The library currently has 9,919 active card holder accounts. Wi-Fi statistics are now tracked; there were 3,164 connections in January. The walking path from Tuscan Village is being installed. A new staff member, Jordan Bryant, has been hired.

Local artist and author Carole McIntosh Sikes will exhibit her original oil paintings during the month of March with all proceeds in sales generously donated to the library. Ms. Sikes's art reception will be Sunday, March 6th from 1:30 p.m. until 3 p.m., and a book talk will be held on Saturday, March 19 at 2 p.m.

CITIZENS PARTICIPATION: Jean Dowdy asked What is Power for Parkinson's? This is an exercise program for people with Parkinson's disease.

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 delivered.

The old tables have been given to the Lake Travis Thrift Store. The tops on the new tables have the wrong laminate and quite a few imperfections. These tops are to be replaced on March 21.

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 the LTCLD Public Relations Policy.

PK Chatterjee made a motion to approve the revised and updated Public Relations Policy. Alan Gober seconded the motion. CITIZENS PARTICIPATION: None.

The motion passed unanimously on February 25, 2016

11. Today, they presented the LTCLD Community Involvement Policy.
PK Chatterjee made a motion to approve the revised and updated Community Involvement Policy.
Sharon Rogers seconded the motion.
CITIZENS PARTICIPATION: None. The motion passed unanimously on February 25, 2016

12. Today, they presented the LTCLD Patron Regulations Policy.
PK Chatterjee made a motion to approve the revised and updated Patron Regulations Policy.
Alan Gober seconded the motion.
CITIZENS PARTICIPATION: None. The motion passed unanimously on February 25, 2016.

13. Today, they presented the LTCLD Incident Report Form.
PK Chatterjee made a motion to approve the revised Incident Report Form.
Alan Gober seconded the motion.
CITIZENS PARTICIPATION: Margaret McDermott asked who fills out the Incident Report Form?
A staff member will fill out the form. The motion passed unanimously on February 25, 2016.

14. Today, they presented the LTCLD Tobacco Policy.
PK Chatterjee made a motion to approve the revised and updated Tobacco Policy.
Alan Gober seconded the motion.
CITIZENS PARTICIPATION: None. The motion passed unanimously on February 25, 2016.

15. Today, they presented the LTCLD Child Safety Policy.
PK Chatterjee made a motion to approve the revised and updated Child Safety Policy.
Alan Gober seconded the motion.
CITIZENS PARTICIPATION: None. The motion passed unanimously on February 25, 2016.

16. PK Chatterjee presented the Treasurers reports, reporting that January sales tax revenue was \$74,363.00, and the February receipts were \$99,157.82. Yearly revenue is running ahead of the budget. The Schwab investments have been liquidated. Mr. Chatterjee made a proposal to reward volunteers with free books from Nancy's Nook. The Volunteer Coordinator will evaluate this plan. Changes need to be made to the Investment Policy for Non Public Funds. A resolution will be needed for a new type of account with Compass Bank. Sharon Rogers made a motion to approve the reports from the Treasurer. Alan Gober seconded the motion.
CITIZENS PARTICIPATION: Mikus Grinbergs asked why the salary amount was less than usual? The number of pay periods and one less staff member. The motion passed unanimously

17. Report from Sales Tax Assurance. There was a one-time sale reported in February 2016 for \$12,250, resulting in a much larger February figure than anticipated.
CITIZENS PARTICIPATION: None.

18. Executive session:

Carol Black adjourned the meeting at 2:59 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 25, 2016 at 3:04 p.m.

19. At 3:05 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: None.

21. Closing: Future meetings: March 24, 2016 – 2:00 p.m.
April 28, 2016 – 2:00 p.m.
May 26, 2016 – 2:00 p.m.

22. Since there was no further business the meeting was adjourned at 3:06 p.m.

Nancy Pencsak
Secretary
Lake Travis Community Library District