

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

At 2:00 p.m., Vice President Sharon Rogers called to order the one hundred and ninety-eighth 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, Nancy Pencsak, and Sharon Rogers. Carol Black was absent. Attendees were Morgan McMillian, Karen Ballinger, Joan Buzzard, Jean Dowdy, and Mikus Grinbergs,

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

3. Sharon Rogers asked for the approval of the March 24, 2016 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.
CITIZENS PARTICIPATION: None

7. The Board still has great interest in pursuing Outreach Services to better serve the outlying areas of the LTCLD. The Book Mobile has been ordered, with an estimated date of completion of July 28. Plans are for the Book Mobile to start travelling in September. Karen Ballinger has been hired as Outreach Librarian. Ms. Ballinger will be in charge of the library's booth at SpringFest. Ms. Ballinger shared a paper model of the Book Mobile, which was a great hit.
CITIZENS PARTICIPATION: None.

8. Librarian's Report. Morgan McMillian stated that compared to March 2016, the door count is up 11%, and circulation is up 8%. Overdrive transactions were up 52%. There were 70 programs during March. The library currently has 10,022 active card holder accounts. Wi-Fi statistics are now tracked, but were not available. The library suffered a Ransom ware virus attack March 28. The computer crime was reported to the Lakeway Police Department. There was no security concern for patron records. Technology for Education is helping the library with recovery and security.

The library has received a Texas Book Festival Grant of \$2,500 for the book mobile.

According to TSLAC reports, LTCL is one of only 20 libraries, out of 588 Texas public libraries, to have a collection turnover rate of 5+.

The TSLAC annual Report has been completed.

The Employee Performance Appraisal form will be changed, doing away with the numerical evaluation.

The Lake Travis Crisis Ministry sent a note of thanks for the Food for Fines donation.

Gail Threinen's Chinese brush and calligraphy artwork will be on exhibit during the month of May. The Art Reception will be Saturday, May 7th from 1:30 p.m. to 3 p.m.

CITIZENS PARTICIPATION: Mikus Grinbergs commented on his use of the TexShare Card.

9. Updating and Revising LTCLD Gifts to the Library Policy

PK Chatterjee made a motion to revise the Gifts to the Library Policy. Alan Gober seconded the motion.

CITIZENS PARTICIPATION: None. The motion passed unanimously

10. Updating and Revising LTCLD Volunteers Policy

PK Chatterjee made a motion to revise the Volunteers Policy. Alan Gober seconded the motion.

CITIZENS PARTICIPATION: None. The motion passed unanimously

11. Updating and Revising LTCLD Photographing and Videotaping Policy

PK Chatterjee made a motion to revise the Photographing and Videotaping Policy. Alan Gober seconded the motion. CITIZENS PARTICIPATION: None. The motion passed unanimously

12. Updating and Revising LTCLD Surplus Furniture and Equipment Policy

PK Chatterjee made a motion to revise the Surplus Furniture and Equipment Policy. Alan Gober seconded the motion. CITIZENS PARTICIPATION: None. The motion passed unanimously

13. PK Chatterjee presented the Treasurer's reports, reporting that March sales tax revenue was \$68,744 and the April receipts were \$65,456. Yearly revenue is running ahead of the budget.

Alan Gober made a motion to approve the reports from the Treasurer. Nancy Pencsak seconded the motion. CITIZENS PARTICIPATION: None. The motion passed unanimously

14. Report from Sales Tax Assurance. HEB continues to report. Sales Tax receipts are up 25% from 2015.

CITIZENS PARTICIPATION: None.

15. Executive session:

Sharon Rogers adjourned the meeting at 2:48p.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 April 28, 2016 at 3:00 p.m.

15. At 3:01 p.m., Sharon Rogers 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.

16. No Board Trustees' Comments.

17. Closing: Future meetings May 26, 2016 – 2:00 p.m.

June 23, 2016 – 2:00 p.m.

July 28, 2016 – 2:00 p.m.

18. Since there was no further business the meeting was adjourned at 3:02 p.m.

Nancy Pencsak

Secretary

Lake Travis Community Library District