

MINUTES OF LAKE TRAVIS COMMUNITY LIBRARY DISTRICT  
JUNE 28, 2004

At 6:33 p.m., the third meeting of the Trustees of the Lake Travis Community Library District was called to order by President Nancy Pencsak. The meeting was convened in the Lake Travis High School/Community Library. Present were Bob Johntz, Dan Pedersen, Nancy Pencsak, Mary Whitaker, and Carol Black..

The Pledge of Allegiance was recited.

The first order of business was the approval of the June 14, 2004 minutes. Mary Whitaker made a motion to approve the minutes as read. Bob Johntz seconded the motion. The motion passed.

Nancy Pencsak asked for nominations for Assistant Secretary/Parliamentarian. Carol Black made a motion that Mary Whitaker be elected to this position. Dan Pedersen seconded the motion. Nancy Pencsak called for the vote. Ms. Whitaker was elected to this position.

Bob Johntz discussed the results of retaining a lawyer for the District. A letter of engagement with lawyer, Sharlene N. Collins was signed by Nancy Pencsak and mailed. This action establishes Ms. Collins as our Council of Record. The decision for our lawyer to review documents, etc.will be made by the Board.

Because a representative from the Texas Municipal League was present, Agenda item number 7 was moved to the next item on the agenda.

Bob Johntz discussed his efforts to acquire liability insurance from the Texas Municipal League, and shared a letter from TML dated June 23rd. He then introduced their representative, Ms. Linda Dunbar. Ms. Dunbar made a presentation to the Board regarding liability insurance in the Texas Municipal League Intergovernmental Risk Pool.. Errors & Omissions Liability Coverage, which covers the Library District, officials, employees and volunteers, and General Coverage were discussed. After a great deal of discussion and questioning of this representative, Mr. Johntz made a motion to accept the Errors & Omissions Liability Coverage proposal from the Texas Municipal League. Carol Black seconded the motion. The motion passed unanimously. President, Nancy Pencsak, signed the Liability Proposal Acceptance Form and the Liability/Property Interlocal Agreement. Before Ms. Dunbar left with these signed documents, she requested that our Treasurer, Mr. Pedersen, provide her with our Federal Tax ID number and our Lake Travis Community Library District budget for the year. He responded that these would be sent to her.

Bob Johntz continued the discussion of Bylaws from the June 14<sup>th</sup> meeting. After a great deal of discussion, it was determined that we would address this item at our next meeting on July 12<sup>th</sup>.

Nancy Pencsak led a discussion on an Open Forum Policy. Carol Black made a motion to adopt this policy. Mary Whitaker seconded the motion. The motion passed.

Nancy Pencsak led a discussion on a Records Management Policy. Dan Pedersen made a motion to adopt this policy. Bob Johntz seconded the motion. The motion passed. Ms. Pencsak stated that the original policy would be mailed to the Texas State Library. Two copies of the letter that names the Records Management Officer would be mailed to the Texas State Library.

Nancy Pencsak asked for nominations for Records Management Officer. Mary Whitaker made a motion that Carol Black be elected to this position. Dan Pedersen seconded the motion. The motion passed.

Nancy Pencsak asked for discussion on the Investment Policy and Strategy. As Treasurer, Dan Pedersen recommended that he be permitted to peruse the document before further discussion.

Because of the late hour, it was agreed by all to postpone discussion of the Investment Policy and Strategy and the submission of candidates for a Land Acquisition Committee..

No citizens asked to speak. Thus, there was no Citizens Participation.

A discussion was held regarding future summer meetings of the Board of Trustees for the Lake Travis Community Library District. It was determined that the next meeting would occur at 6:30 p.m. on July 12, 2004. Also, another scheduled meeting would occur on August 9, 2004 at 6:30 p.m.

President Nancy Pencsak stated that since there was no further business the meeting was adjourned. The meeting was adjourned at 10:25 p.m.

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Carol M. Black, Secretary  
Board of Trustees  
Lake Travis Community Library District