

MINUTES OF LAKE TRAVIS COMMUNITY LIBRARY DISTRICT
JULY 26, 2004

At 6:34 p.m., President Nancy Pencsak called the fifth meeting of the Trustees of the Lake Travis Community Library District to order. The meeting was convened in the Lake Travis High School/Community Library. Present were Dan Pedersen, Nancy Pencsak, Mary Whitaker, Carol Black., Rhonda Hostetler, Lisa Brooks, Peter Hitt, P.A. Penley, Donald Walden, Sam Chapman, and Julie Rhone.

The Pledge of Allegiance was recited.

The first order of business was the introduction of members of the Lake Travis Community Library District Land Acquisition Committee. As chair, Rhonda Hostetler introduced the members of her committee. She also read the charge to the committee.

The second order of business was the approval of the July 12, 2004 minutes. Carol Black made a motion to approve the minutes as read and corrected. Dan Pedersen seconded the motion. The motion passed.

The third order of business was the treasurer's report. Dan Pedersen discussed relations with the State Comptroller's office. In order to collect the sales tax, the office has to notify businesses in the area. Mr. Pedersen completed many tasks to comply with their data requests. This week, the Comptroller's Office is notifying businesses in the area that they will have to collect the additional sales tax starting in October. Mr. Pedersen also stated that we would only receive 98% of what this office collects in taxes. There is a 2% charge for collecting the tax.

Mr. Pedersen also shared a list of Utility Service Providers that he had sent to the Comptroller's office. He also stated that this office would provide a revenue projection to our district.

We are a tax-exempt entity. We can purchase items for the library and not pay sales tax. We will be using a Texas Sales and Use Tax Exemption Certification Form for these purchases. We are also exempt from paying a federal income tax. There are two ways to adhere to this exemption. Mr. Pedersen will research whether we should go with an Affirmation Letter or a Determination Letter.

Mr. Pedersen is developing a gift form to be used by donors filing their own income tax.. Mary Whitaker made a motion to approve the treasurer's report. Nancy Pencsak seconded the motion. The motion passed.

Dan Pedersen discussed the proposed 2004 Budget. Nancy Pencsak related how she had received a monetary gift from the Newcomers' Club. This was given in memory of Mary Jane Hopkins. Carol Black will write an article to the Homeowners News thanking the Newcomers' Club for the gift.

Carol Black noted that we should provide a budget item for a safe deposit box at a local bank. Because you must have a checking account at a bank before you can rent this box, Dan Pedersen stated that he would investigate placing the monetary gift in a checking account and renting a safety deposit box.

Dan Pedersen made a motion to accept the 2004 budget as revised. Mary Whitaker seconded the motion. The motion passed.

The next item on the agenda was the discussion of the Citizens Advisory Board. Dan Pedersen stated the need for this advisory board. He defined it as a vehicle for community input, a formal sounding board. Entities that will be asked to select liaisons for this Board will be:

City of Lakeway	Lake Travis I.S.D. School Board
Village of the Hills	Friends of the Lake Travis Community Library
Village of Briarcliff	

Carol Black made a motion to solicit liaisons with these entities. Mary Whitaker seconded the motion. The motion passed. Dan Pedersen will write the charge to this Board and contact the above entities.

Nancy Pencsak called for a discussion on a formal policy for the Lake Travis Community Library District. She discussed a visit to the Westbank Community Library to peruse their policies. The Lake Travis Community Library Policy was also examined. Carol Black shared a Wisconsin source. It was decided that Mrs Pencsak and Dr. Black would try to revise and update the Lake Travis Community Library Policy with input from the rest of the Board of Trustees.

No action was taken on the Link Selection Policy for Web Sites, as Nancy Pencsak asked that it be rolled over into the library policy manual that will be approved at a later date.

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 August 9, 2004. Other scheduled meetings would occur on August 23, 2004 at 6:30 p.m., September 13, 2004 at 6:30 p.m., and October 11, 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 8:19 p.m.

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