

MINUTES OF LAKE TRAVIS COMMUNITY LIBRARY DISTRICT  
AUGUST 9, 2004

At 6:34 p.m., President Nancy Pencsak called the sixth 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, and Carol Black.

The Pledge of Allegiance was recited.

The first order of business was to be an executive session as permitted under the Texas Open Meetings Act, Government Code 551.072 – Deliberations Regarding Real Property, to deliberate the purchase, exchange, lease or value of real property if deliberation in an open meeting would have a detrimental effect on the position of the governmental body in negotiations with a third person. The Board did not go into executive session, as the Land Acquisition Committee had nothing to report. Dan Pedersen did say that the committee has met twice and identified twelve parcels of land.

The second order of business was the approval of the July 26, 2004 minutes. Dan Pedersen made a motion to approve the minutes as read. Nancy Pencsak seconded the motion. The motion passed.

The third order of business was the treasurer's report. Dan Pedersen submitted a written report and stated that there had been no revenues and no expenses. On August 9<sup>th</sup>, he had received two bills. The first one, from the insurance company, had submitted a bill for the year. The insurance contract called for a quarterly billing schedule. He will call the company and get this corrected. The second bill was from the Travis County Election Division charging the LTCLD for two advertisements which posted the election notice. The bill was for a total of \$1791.18. The Board will have to pay this bill minus the deposit already submitted.

Mr. Pedersen submitted a report from Shirley Kaatz of the Revenue Accounting Division. Ms. Kaatz stated the services that her office would provide. Her report of sales tax revenues was extremely conservative and did not include telecommunications or waste disposal companies. . She had some suggestions for the District to submit to these types of companies. Mr. Pedersen said that he would prepare our coming budget on a basis of 120% of expected revenues stated by Ms. Kaatz allowing for the increase that would come from those companies not reported. Because the gift from the Newcomers' Club had been submitted to an incorrect organization, Nancy Pencsak had contacted them. She gave a corrected check to Mr. Pedersen. He will deposit this check.

Carol Black made a motion to accept the treasurer's report. Nancy Pencsak seconded the motion. The motion passed.

Dan Pedersen led a discussion on the selection of a bank in which funds will be deposited. He had investigated five local banks. They were American Bank of Texas, Bank One, First

Commercial Bank, Village Bank Trust, and Wells Fargo. Mr. Pedersen ranked them according to FDIC compliance, local ownership and community involvement.

Mr. Pedersen made a motion to accept First Commercial Bank and Village Bank Trust as the LTCLD's initial banks. Nancy Pencsak seconded the motion. The motion passed

A discussion was held regarding plans for assuming the Lake Travis Community Library's responsibilities. Nancy Pencsak stated that District meetings' schedule has to be placed on the Principal's calendar. She will make these submissions.'

In trying to determine a "things to do" list for the assuming control of the Community Library, the Board decided to investigate four major areas.

First, Ms. Pencsak shared a 2002 Community Library Equipment Inventory. This inventory listed furniture as well as equipment. It was decided the inventory should be updated. Next, a discussion was held as to how the Board might assess the materials collection. It was decided that items in this collection could be listed showing how many were held in areas such as fiction, non-fiction, children's, etc. The Board would use the American Library Association's estimates for cost of these items to determine the value of the collection. The third area of investigation was to determine the status of the Community Library's bank account and outstanding bills. Ms. Pencsak shared the Friends of the Lake Travis Community Library Treasurer's Report for April 2004. The fourth area of concern was the Lake Travis Community Library Board's contract with the Lake Travis I.S.D. Ms. Pencsak had a copy of a 1994 contract. It was decided that the Board would submit the most recent contract to the LTCLD's lawyer. The Board wanted to know whether it would be possible for the contract to be assigned over to the LTCLD without renegotiating it. It was decided that a meeting would still take place between the Superintendent and the LTISD Board liaison, two LTCLD board members, and one Community Library Board member.

The next item on the agenda was the discussion of the Citizens Advisory Board. Dan Pedersen submitted a charge for this advisory board. He stated that he had contacted most of the following entities.

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

Nancy Pencsak requested that two revisions be made to the Bylaws as recommended by the LTCLD's lawyer.

Article II Meetings, Section 4 – Voting was amended to read "A majority of the members shall constitute a quorum at all meetings of the Board. All questions presented for a vote of the Library Board shall be decided by a concurrence of three members of the Board. The president shall be eligible to vote on all matters."

Dan Pedersen made a motion to accept this revision as the lawyer recommended. Nancy Pencsak seconded the motion. The motion passed.

Article IV Committees was amended to read

Committees not having or exercising the authority of the Board in the management of the District may be designated by a resolution adopted by a majority of the Board. All committees will have at least one Library Board member serving on them. These committees are automatically dissolved upon completion of assignment. The Board may remove any committee member or persons authorized to appoint such member whenever in their judgment the best interests of the District will be served by such removal.

Dan Pedersen made a motion to accept this revision as the lawyer recommended. Nancy Pencsak seconded the motion. The motion passed.

Nancy Pencsak asked whether the Board needs to file the bylaws with any agency. This will be investigated.

A discussion was held regarding a Conflict of Interest Statement. It was decided to postpone this agenda item or possibly place it in the Board's policy.

The agenda item, Organizational Formation Checklist, will be on the August 23, 2004 agenda. It was determined many of the topics had been discussed in agenda item number seven.

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

A discussion was held regarding future 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 23, 2004. Other scheduled meetings would occur on 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 8:37 p.m.

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