

MINUTES OF LAKE TRAVIS COMMUNITY LIBRARY DISTRICT
AUGUST 23, 2004

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

The Pledge of Allegiance was recited.

The first order of business was the approval of the August 9, 2004 minutes. Mary Whitaker made a motion to approve the minutes as read. Dan Pedersen seconded the motion. The motion passed.

The third order of business was a discussion of the 2004/2005 Budgets. Treasurer, Dan Pedersen submitted three budgets (Operation Budget, Reserve Budget, and Capital Budget). Discussion followed.

Operation Budget: Mr. Pedersen pointed out that the revenues from sales and use tax reflected only nine months of receipts, as we would not receive any monies until December. Revenues from Exxon/Mobil and Randall's were discussed. Regarding expenses, it was noted that an amount had been set aside to reimburse the Friends of the Library for loans incurred in the election process. Reserve and Capital Budgets were discussed. It was noted that a mathematical correction was needed in the expense rollover amount and total amount. This was done.

Carol Black made a motion to accept the three 2004/2005 budgets with the corrections on the Capital Budget. Nancy Pencsak seconded the motion. The motion passed.

Mr. Pedersen noted that 325 businesses, along Highways 71 and 620, had been canvassed and informed that they will be collecting sales tax for the district. Seventy-five of these are new businesses.

A \$2000 check was received from the Friends of the Lake Travis Community Library.

Carol Black stated that Frank Hinds, a member of the Lakeway Parkland Development Fund Committee, had contacted her. It was noted that the agenda item had an incorrect name of this committee. Mr. Hinds asked that the LTCLD submit a proposal to the development fund committee on September 14, 2004, requesting funds to be used by the district. She encouraged Board members to attend the meeting starting at 7:00 p.m. in the Lakeway Activity Center.

Mary Whitaker volunteered to develop and submit the proposal.

Carol Black made a motion to develop and submit a proposal to the Lakeway Parkland Development Fund Committee. Nancy Pencsak seconded the motion. The motion passed.

Nancy Pencsak and Carol Black attended the Travis County Election Workshop. A report was given.

A discussion was held regarding plans for assuming the Lake Travis Community Library's responsibilities' and the Organizational Formation Checklist. Several documents had been

requested of the Lake Travis Community Library Board. An inventory of equipment and furniture and a 1994 contract with the Lake Travis I.S.D. were received. The LTCLD Board decided to submit the contract to the district's lawyer for perusal.

In trying to determine a "things to do" list for assuming control of the Community Library, the Board had previously decided to investigate four major areas, update inventory, assess materials' collection, determine the status of the Community Library's bank account and outstanding bills, and investigate the LTCL Board's contract with the LTISD. Taking these four broad areas, the Board decided to work toward the following list of tasks.

1. Accept the collection of the LTCL
2. Accept the equipment and furniture of the LTCL
3. Accept the bank account of the LTCL
4. Accept the bills of the LTCL.
5. Accept the contract with the LTISD
6. Investigate and accept the transfer of the Randall's card monies
7. Investigate and accept the transfer of the Exxon/Mobil grant.

Because personnel will soon be a task of the LTCLD, it was noted that the part-time librarian hired by the LTCL had resigned. Mary Whitaker, President of this organization's Board, has taken on the task of advertising in local newspapers for a replacement.

The next item on the agenda was the Conflict of Interest Statement. It was decided that this statement could be developed in the LTCLD's Policy Manual.

Nancy Pencsak and Carol Black had prepared portions of a LTCLD Policy Manual for the Board to peruse. The Collection Development portion will be developed at a later date. Board members were asked to take the manuals home and be ready to discuss at the next meeting. It was noted that some portions would be sent to the Board's lawyer for approval before final publication.

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 September 13, 2004. Other scheduled meetings would occur at 6:30 p.m. on September 27, 2004, October 11, 2004 at 6:30 p.m., and November 8, 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 8:16 p.m.

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