

MINUTES OF LAKE TRAVIS COMMUNITY LIBRARY DISTRICT
September 27, 2004

At 6:28 p.m., President Nancy Pencsak called the ninth 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, Carol Black, Mary Whitaker, and Bob Johntz.

The Pledge of Allegiance was recited.

The first order of business was the approval of the Sept. 13, 2004 minutes. Bob Johntz made a motion to approve the minutes as read. Dan Pedersen seconded the motion. The motion passed.

The second order of business was the treasurer's report. A formal financial report was not given, but Dan Pedersen supplied the following information. He reported that businesses are getting ready to collect taxes. He also has received the direct deposit form from the State Comptroller's Office that will be completed by our bank. All sales tax revenues designated for the library district will be transmitted by direct deposit to our bank. Nancy Pencsak will submit the form to the bank. Mrs. Pencsak noted that the Friends of the LTCL collect taxes on items they sell.

Dan Pedersen discussed the Investment Policy. Amendments to the Applicability and Reporting sections were discussed. Because the Applicability Section called for the Board President and the Board Treasurer to sign checks greater than \$500, Nancy Pencsak discussed the signing policies of Wells Branch and Westbank libraries. It was noted that we might be charged more to have two signatories. The Reporting Section change requires the inclusion of bank statements in the treasurer's monthly report. Mrs. Pencsak made a motion to accept the amendments to the Investment Policy. Mary Whitaker seconded the motion. The motion passed.

Mary Whitaker, Nancy Pencsak and Carol Black discussed the Lakeway Parkland Development Fund Committee meeting held on Sept. 14, 2004. Mrs. Whitaker submitted our proposal, which was well received. There were a great many proposals submitted. We will hear something from the Committee in the future.

A discussion was held regarding a project pertaining to English as a Second Language and Spanish as a Second Language. The Matamoros Industrial Rotary Club and Lakeway/Lake Travis Rotary Club propose to donate \$6000 in learning materials and equipment to the Lake Travis Community Library District for this project. The Board felt that these materials and equipment could be utilized on the weekend and other times. It would be advantageous to recruit special volunteers to run a program addressing these special needs.

A discussion was held regarding plans for assuming the Lake Travis Community Library's responsibilities. Mary Whitaker shared information on the transfer of assets, which she had downloaded from the Westbank Community Library District web site. She stated that she was having discussions with Jean Johnson, LTHS Librarian. Nancy Pencsak submitted a letter she had written to our lawyer, Sharlene Collins. This letter, dated September 22nd, listed the tasks and areas the Board wished to address in assuming the responsibilities of the Lake Travis Community Library. As of this date, Mrs Pencsak has not received a reply from Ms. Collins. Following the lead of the Westbank Community Library District, Dan Pedersen volunteered to draft the resolution and agreement of transfer for our district. Mrs. Whitaker will be meeting again with Mrs. Johnson. Mrs. Pencsak will schedule a meeting with LTISD Superintendent, Dr. Rocky Kirk, Bob Hart, and Mrs. Johnson.

Dan Pedersen discussed appointees to the Citizen's Advisory Committee. They are:

Shannon Cross representing the Friends of the Library

Jean Dowdy representing the Village of Briarcliff

Eddy Beckelhymer representing the City of Lakeway

It was agreed that a meeting agenda would be emailed to these committee members. In a related matter, it was agreed that the minutes should be placed on our web site. These should be placed there in a format that cannot be changed.

A discussion was held on sections of the Lake Travis Community Library District Policy and Procedures Manual that Nancy Pencsak and Carol Black compiled. The following actions were taken:

Mission Statement and Goals – Dan Pedersen made a motion to accept policy. Mary Whitaker seconded the motion. The motion passed.

Circulation Policies – Borrowing – Carol Black made a motion to accept policy as corrected. Mary Whitaker seconded the motion. The motion passed.

Circulation Policies – Interlibrary Loan – Dan Pedersen made a motion to accept policy. Bob Johntz seconded the motion. The motion passed.

Community Involvement – Carol Black made a motion to accept policy as corrected. Mary Whitaker seconded the motion. The motion passed.

Emergencies in the Library – Mary Whitaker made a motion to accept policy. Dan Pedersen seconded the motion. The motion passed.

Fees for Service – Carol Black made a motion to accept policy as corrected. Mary Whitaker seconded the motion. The motion passed.

Intellectual Freedom and Appendices – Mary Whitaker made a motion to accept policy and appendices. Dan Pedersen seconded the motion. The motion passed.

Internet Access – Dan Pedersen made a motion to accept policy as corrected. Mary Whitaker seconded the motion. The motion passed.

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 October 11, 2004. Other scheduled meetings would occur on October 25, 2004 at 6:30 p.m., November 8, 2004 at 6:30 p.m. and December 13, 2004.

President Nancy Pencsak stated that since there was no further business the meeting was adjourned. The meeting was adjourned at 9:01 p.m.

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

