

MINUTES OF LAKE TRAVIS COMMUNITY LIBRARY DISTRICT
October 11, 2004

At 6:30 p.m., President Nancy Pencsak called the tenth 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 Nancy Pencsak, Bob Johntz, Dan Pedersen, Carol Black, Mary Whitaker, Clayton Amacker, Eddie Beckelhymer, and Jean Dowdy.

The Pledge of Allegiance was recited.

The first order of business was the approval of the Sept. 27, 2004 minutes. Carol Black made a motion to approve the minutes as corrected. Bob Johntz seconded the motion. The motion passed. Carol Black stated that the Sept. 13th minutes have been placed on our web site by Laura Dobbs. Additionally, Board minutes have been duplicated and placed in a notebook for public viewing.

The second order of business was the treasurer's report. Dan Pedersen discussed the Operating Budget, Village Bank & Trust Statement, Short-Term Liabilities, and Capital Budget information. Sales tax information on the different entities in the District was discussed. Carol Black made a motion to accept the treasurer's report. Mary Whitaker seconded the motion. The motion passed.

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. Mr. Clayton Amacker was present to give a report and answer questions from the Board. Mr. Amacker stated that the Rotary Club felt there was a need for this project because of two reasons. First, the high school has a large dropout rate because of transient students who may not speak English. Secondly, though some students can speak English, their parents cannot. He related demographic information given the Rotary Club by a representative of the Texas Education Trust. Mr. Amacker stated that some members of the Rotary Club would like to volunteer their time to work on this project. Questions were asked by Board members. Nancy Pencsak asked about the time frame for giving approval for the project. Mr. Amacker stated that he needs approval for his club by February to be able to go forward. The project would take place in 2005-2006. Bob Johntz made a motion to consider this plan subject to the approval of the LTISD and the Lake Travis Community Library. Mary Whitaker seconded the motion. Motion passed.

As the Board did not have any real estate business, they did not go into 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.

A discussion was held regarding plans for assuming the Lake Travis Community Library's responsibilities.

On October 8, 2004, Nancy Pencsak and Dan Pedersen had met with LTISD employees, Bob Hart, Asst. Superintendent of Finance & Support Services, and Cynthia Clinesmith, Asst. Superintendent of Curriculum Instruction & System Accountability. LTCLD trustees shared missions, goals, and the steps the Board wished to take in assuming the duties of the LTCL. It was the trustees' understanding that the school district hopes for a smooth transition. Mrs. Jean Johnson had assured Ms. Clinesmith that it would not be difficult to get an inventory of materials. At the present time, Mrs. Johnson is taking an equipment inventory. There will be a formal spreadsheet list of this equipment, which both entities will sign. Additionally, the LTISD representatives assured Mrs. Pencsak and Mr. Pedersen that a tally of books in categories would be done. At the meeting, most of the discussion was about assuming the contract now held between the LTISD and the LTCL.

Bob Johntz discussed the issue that there are now LTISD representatives on the LTCL Board and there will not be that representation with the LTCLD. It was noted that a member of the LTCL Board is a board member of the LTCLD.

Mary Whitaker had a meeting with Jean Johnson. Mrs. Whitaker will ask Di Brophy to work on the inventory of materials for \$15.00 an hour. Ms. Brophy will perform this task after school hours. Ms. Whitaker also stated that monies donated by Randalls and Exxon will stay in the Friends of the Library coffers.

Carol Black had a conversation with Steve Drake of the Texas State Library. Because the LTCL will dissolve, they will no longer be custodian of their minutes, which are permanent records. Because the LTCL is not a state agency, there does not need to be a contract for transfer of ownership. Thus, Mr. Drake recommended the way to establish this ownership is by the Board approving acceptance of custodianship of Lake Travis Community Library records coming from them. These records should include minutes and inventory records. For LTCLD records, Mr. Drake recommended that the Board write a letter to the LTCL prior to transfer of records. Dr. Black made a motion requesting that the LTCLD send a letter to the LTCL asking that we take custodianship of their records. Dan Pedersen seconded the motion. The motion passed. Dr. Black will take on this task. Regarding other records, Dr. Black stated that she was going to place past minutes and agendas on the Community Library web site. Also, she asked permission to include the Board's personal email addresses on this site. Each Board member agreed.

Tasks to be accomplished:

Dan Pedersen will make an electronic copy of the current contract between the LTISD and the LTCL.

Dan Pedersen will make a list of potential changes to the current contract between the LTISD and the LTCL.

Carol Black will write a letter to the LTCL Board

Carol Black will work on Annual Report with Jean Johnson

Mary Whitaker will work with Mrs. Johnson and Ms. Brophy for inventory.

Mary Whitaker will work with Gary Cobb on the LTCL bank accounts.

Mary Whitaker will set up time to meet with LTCL Board

Dan Pedersen will draft the resolution.

Because of the late hour, action item nine was moved up to permit those citizens present to make comments. Jean Dowdy had a question regarding clarification of the three entities involved with the library's operation. Nancy Pencsak described these entities. Eddie Beckelhymer inquired as to when tax monies would be received by the library district. Dan Pedersen stated that sales tax collection began in October, and the District will receive the first revenues on the second Friday in December. They will be sent by direct deposit to the bank.

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:

Copy Machine – Nancy Pencsak made a motion to accept policy. Mary Whitaker seconded the motion. Motion passed.

Electronic Access – Dan Pedersen made a motion to accept policy. Bob Johntz seconded the motion. Motion passed.

FAX - Mary Whitaker made a motion to accept policy. Dan Pedersen seconded the motion. Motion passed.

Confidentiality of Patron Records – Carol Black made a motion to accept policy. Bob Johntz seconded the motion. Motion passed.

Compliance With Judicial Warrant Or Subpoena – Mary Whitaker made a motion to accept policy. Dan Pedersen seconded the motion. The motion passed.

Public Relations – Carol Black made a motion to accept policy with corrections. Mary Whitaker seconded the motion. The motion passed.

Code of Conduct – Bob Johntz made a motion to accept policy with corrections. Carol Black seconded the motion. The motion passed.

Code of Conduct – Carol Black made a motion to rescind this policy. Mary Whitaker seconded the motion. The motion passed.

Unattended Children – Dan Pedersen made a motion to accept policy with corrections. Carol Black seconded the motion. The motion passed.

Gifts to the Library – Dan Pedersen made a motion to accept policy with corrections. Mary Whitaker seconded the motion. The motion passed.

Carol Black will rework Code of Conduct and Patron Regulations policies.

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 25, 2004. Other scheduled meetings would occur on November 8, 2004 at 6:30 p.m., November 22, 2004 and December 13, 2004.

President Nancy Pencsak stated that since there was no further business the meeting was adjourned. The meeting was adjourned at 9:10 p.m.

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