

MINUTES OF LAKE TRAVIS COMMUNITY LIBRARY DISTRICT  
October 25, 2004

At 6: 32 p.m., President Nancy Pencsak called the eleventh 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. Board members present were Nancy Pencsak, Dan Pedersen, Carol Black, and Mary Whitaker. Jean Dowdy was in attendance.

The Pledge of Allegiance was recited.

Nancy Pencsak read the Open Forum Policy adopted at the third meeting on June 28, 2004.

The first order of business was the approval of the Oct 11, 2004 minutes. Mary Whitaker made a motion to approve the minutes as corrected. Dan Pedersen seconded the motion. The motion passed.

The second order of business was the treasurer's report. Dan Pedersen had no report to give other than an informational one. He had mailed the form to the Comptroller's Office for the electronic transfer of tax revenues to the bank. Additionally, the bill for the insurance had been paid. The Comptroller has mailed a list of businesses that are to be collecting taxes. This is not a complete list. Rhonda Hostetler, Nancy Pencsak, and Mr. Pedersen have identified several hundred business not listed. Telecommunication tax bills need to be checked. A discussion was held on the need for volunteers to check their receipts from local business, etc.

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 a resolution of support for the Central Texas Library System to reform as a Non-Profit Organization. The Lake Travis High School Librarian, Jean Johnson, had suggested that the LTCLD submit a resolution. Jean Johnson, Nancy Pencsak, and Carol Black had attended a meeting of the Central Texas Library System where the subject of the CTLS becoming a non-profit entity under Texas law was discussed. Thirty libraries and library districts have submitted resolutions of support as of this date. It was noted that the affiliation that CTLS has with the City of Austin would be terminated with this plan. Carol Black made a motion to adopt this resolution. Mary Whitaker seconded the motion. The motion passed.

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

It was noted that Jean Johnson and Di Brophy had been very helpful in obtaining the number of books the LTCL owns. A value can be determined by the breakdown of books submitted.

As suggested by Steve Drake of the Texas State Library, Carol Black read a letter mailed to the Lake Travis Community Library requesting that we be allowed to take custodianship of their minutes for archival purposes. She also asked for inventory records.

Dan Pedersen will retype the contract given to Bob Hart, Asst. Superintendent of Finance & Support Services. Also, Mr. Pedersen wants to ask for another meeting between Mr. Hart and Cynthia Clinesmith, Asst. Superintendent of Curriculum Instruction & System Accountability. Dan Pedersen made a motion for the President, Nancy Pencsak, and the Treasurer, Mr. Pedersen, be authorized to negotiate and execute a contract with the LTISD that is substantially similar to the current Community Lake Travis Community Library contract. Carol Black seconded the motion. Discussion followed. The motion passed.

The proposed Rotary Project Regarding English as a Second Language Center was discussed. Nancy Pencsak made a suggestion that if the Rotary Project is approved that the Board find some facility such as the Community Health Center to place these materials. Mary Whitaker will speak to Clayton Amacker about this suggestion.

Mary Whitaker discussed the Texas Public Library Standards. A discussion was held on staffing and hours of operation. Carol Black stated that she had heard that the school district would go to a full year in 2005-2006, thereby giving us the chance to increase our hours in the summer. The information from Dr. Black was incorrect.

Carol Black gave a report on the Texas State Library State and Local Records Management Workshop she attended. She had received two certificates showing she had completed this training.

Matters relating to the Texas Municipal League were discussed. A memo from Westbank Library Director, Beth Fox, had been received discussing joint purchasing.

Citizens' Participation: Jean Dowdy, Citizens Advisor from the Village of Briarcliff, stated that she will check on sales tax collection in the Village of Briarcliff and surrounding area.

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

Web Links Policy – Carol Black made a motion to accept the policy with corrections. Mary Whitaker seconded the motion. The motion passed.

Patron Regulations Policy – Dan Pedersen made a motion to accept the policy with corrections. Mary Whitaker seconded the motion. The motion passed.

Tobacco Policy – Carol Black made a motion to accept the policy. Nancy Pencsak seconded the motion. The motion passed.

Photographing and Videotaping Policy – Dan Pedersen made a motion to accept the policy. Mary Whitaker seconded the motion. The motion passed.

Surplus Furniture and Equipment Policy – Mary Whitaker made a motion to accept the policy with corrections. Carol Black seconded the motion. The motion passed.

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 November 8, 2004. Other scheduled meetings would occur on November 22, 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 8:27 p.m.

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