

MINUTES OF LAKE TRAVIS COMMUNITY LIBRARY DISTRICT  
January 24, 2005

At 6:30 p.m., President Nancy Pencsak called the fifteenth 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, Bob Johntz, Carol Black, Dan Pedersen, and Mary Whitaker. Attendees were Eddy Beckelhymer, and Frank Black.

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 January 10, 2005 minutes. Mary Whitaker made a motion to approve the minutes as corrected. Bob Johntz seconded the motion. The motion passed.

Next a discussion was held regarding the May 7<sup>th</sup> election. Frank Black was present to talk to us about the election. Mr. Black and Carol Black had met with Bob Hart and Kathy Johnson of the Lake Travis I.S.D. to plan the joint election. Documents needed for submission were a letter to the Justice Department, an Election Order, a Joint Agreement with the City of Lakeway, and a Joint Agreement with the I.S.D. Carol and Frank Black will prepare the documents and Dan Pedersen will provide the map needed for the Justice Department. Mr. Pedersen will also have an official seal of the District made. To meet government deadlines, it was determined that the Board of Trustees should meet on Saturday, January 29, 2005 to continue election preparation.

The second order of business was the treasurer's report. Dan Pedersen noted that the Operating Budget for December reflected the first deposit of sales tax revenues. Additionally, we have received a January check in the amount of \$18,474.26. The District now has a Treasury Direct Account. Additionally, he recommended that he be authorized to open an additional bank account at Wells Fargo Bank to hold building fund monies. Carol Black made a motion to place building fund monies in the Wells Fargo Bank in Lakeway. Mary Whitaker seconded the motion. The motion passed. Another bank account will be opened in an already approved bank to hold Reserve Funds. Dan Pedersen shared the Bank Statement from Prosperity Bank, the Capital Budget, and the Reserve Budget. He related that we have no outstanding debts. Mr. Pedersen related that he had ordered maps of the District be made. Three will be wall size posters. Additionally, the map will be in PDF form and placed on the web site. We will be provided with a list of streets in the District also.

Plans for the 20<sup>th</sup> Anniversary of the Lake Travis Community Library were discussed. The Friends of the Lake Travis Community Library have set the date as Saturday, February 26<sup>th</sup> from 11:00 a.m. until 2:00 p.m. Tooty Bird will speak at 11:30 a.m. A storytime is planned to

coincide with this event. Rhonda Hostetler is having banners made for the inside and outside of the building.

No executive session took place as stated in the agenda..

A discussion was held regarding plans for assuming the Lake Travis Community Library's responsibilities and Organizational Formation Checklist. Mary Whitaker stated that there was a need to finalize inventories. Mary will contact Di for the end of December report.

Matters of publicity were discussed. Carol Black asked that we have some sort of scheduled report to the public. Nancy Pencsak stated that The Friends of the Lake Travis Community Library have discussed publishing another newsletter. Dan Pedersen suggested that we use the Lake Travis View and have a "Library Corner" once a month. Mrs. Pencsak asked the City of Lakeway liaison to help with a submission to the Homeowners News.

Nancy Pencsak introduced a Fraud Policy. Discussion followed. Changes were made to the form so that "employee filing report" was changed to "person filing report." Additionally, "Position of person filing report" was added. Carol Black made a motion to adopt the policy as corrected." Dan Pedersen seconded the motion. The motion passed.

The purchase of materials was discussed. It was emphasized that any purchase should be coordinated with Jean Johnson, Librarian. Suggestions included: Add books to update the collection. Add reference materials that included an updated Children's Catalog, Junior High Catalog, and Children's Index to Poetry. These reference materials would be used to update and add to the collection. Dan Pedersen will work on the project.

Programming for Future Library Structure was discussed. The Land Acquisition Committee is working on this project. Nancy Pencsak has been waiting to receive the Wells Branch survey example, before developing our own. A suggestion was made to have a survey developed for the 20<sup>th</sup> Anniversary celebration. Mrs. Pencsak will submit this at the February 14<sup>th</sup> meeting.

#### Citizens Participation

Eddy Beckelhymer suggested that we not take a survey, just build. She quoted her librarian brother as saying, "The library of the future is on the computer."

A discussion was held regarding future meetings of the Board of Trustees for the Lake Travis Community Library District. It was determined that an Election Preparation Board Meeting of the Board of Trustees would occur on Saturday, January 29, 2005 at 1:00 p.m. Additional meetings would occur at 6:30 p.m. on February 14, 2005 and March 7, 2005 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 8:32 p.m.

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