

MINUTES OF LAKE TRAVIS COMMUNITY LIBRARY DISTRICT
February 14, 2005

At 6:31 p.m., President Nancy Pencsak called the seventeenth 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 to the Flag of the United States of America and the Flag of State of Texas were recited.

The first order of business was the approval of the January 29, 2005 minutes. Carol Black made a motion to approve the minutes as read. Dan Pedersen seconded the motion. The motion passed.

The treasurer's report was given by Dan Pedersen. A sales tax payment of \$26,827.85 was received on Friday. This is the third check to be received. With these receipts the District will come close to meeting the budget for the quarter. The District now has \$55,997.12 in Prosperity Bank, and \$4,797.48 in Wells Fargo. The Board needed to approve another bank for Reserve Funds. Dan Pedersen moved that the District use Bank of America. Bob Johntz seconded the motion. The motion passed. Mr. Pedersen is going through the paperwork to place monies in a Treasury Bill.

Next a discussion was held regarding the May 7th election. Frank Black was present to talk to the Board about the election. It was stated that the Justice letter had been sent and a documented copy was given to Nancy Pencsak for placement in the safe deposit box of the District. On Friday, the LTISD Board of Trustees approved the joint election agreement and Mrs. Pencsak and Carol Black signed the document. The City of Lakeway City Council will not approve their joint election agreement until February 22nd. Dr. Black and Mr. Black stated that they will be on vacation on the date for cancellation of the election. Thus, Mary Whitaker and Mrs. Pencsak stated that if this process is needed, they will handle the required documentation.

Carol Black reported that the translation of the notice of election and the election order is taking place. The Board agreed to hold off on translating the ballot until a later date. It was decided that the Board would submit for publication the notice of the election in the Lake Travis View on April 1, 2005. The Election Notice would be posted on April 15, 2005.

Plans for the 20th Anniversary of the Lake Travis Community Library were discussed. Thanks to the efforts of Rhonda Hostettler, a marquee has been placed on 620 advertising the event and banners have been made and hung in and outside the library. Events planned for the 26th include a storytime, people dressed as book characters, speaker, refreshments, and possibly music. Nancy Pencsak has sent invitations to the City of Lakeway and the Villages of the Hills, Briarcliff, and Bee Cave. Persons attending this celebration will be asked to provide information

on a survey prepared by the LTCLD. Ms. Pencsak submitted this survey for discussion. Discussion followed. Carol Black made a motion to use the library survey as revised for persons attending on the 26th. Dan Pedersen seconded the motion. The motion passed.

There was no Executive Session as permitted under the Texas Open Meetings Act, Government Code 551.072.

It was decided to move the next Executive Session until after Citizen's Participation for the benefit of attendees.

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

Mary Whitaker, President of the LTCL Board, said she was waiting on an inventory of books. She has the signature paper for Mrs. Whitaker and Nancy Pencsak to sign. Mrs. Whitaker will email the document information to the LTCL Board. These endeavors will conclude the transfer. Regarding the new contract with the LTISD, Dan Pedersen met with Bob Hart, Asst. Superintendent of Finance and Support Services. After revising the contract, Mr. Pedersen has sent the document to the LTCLD's lawyer, Sharlene Collins. In about a week, there should be a finished contract for submission to the LTISD Board of Trustees.

Continuing Education for the Lake Travis Community Library's Library Director was discussed. Jean Johnson, Librarian, had requested that her Texas Library Association dues be paid by the LTCLD. Carol Black made a motion that the Board approve this expenditure. Mary Whitaker seconded the motion. The motion passed. Submitting an itemized monetary request, Mrs. Johnson asked Board approval to attend the Texas Library Association Conference in Austin, Texas. At this conference, Mrs. Johnson will be able to earn continuing education hours needed for the LTCLD accreditation with the Texas State Library. Dr. Black made a motion that the Board approve this expenditure. Mrs. Whitaker seconded the motion. The motion passed.

Matters of publicity were discussed.

The Mayor has requested that members of the LTCLD Board make a presentation to the City Council on February 22nd. The meeting will begin at 7:00 p.m. Carol Black will send a copy of the Council agenda to Board members when received. Eddy Beckelhymer shared a submission to the Homeowners News. It was well received. The Board thanked her for her efforts. It was decided that a monthly library article would be submitted to the Lake Travis View by alternating Board members. Dan Pedersen will submit the March article. Bob Johntz will submit an article on summer hours and activities for the May issue.

The purchase of materials was discussed.

Dan Pedersen discussed his ongoing study of the collection.

A collection development policy was discussed. Bob Johntz was asked to develop these policies. Dan Pedersen would also work on this project.

Programming for Future Library Structure was discussed. It was noted that we had already discussed the survey that would be used on the 26th.

Citizens Participation

Eddy Beckelhymmer acknowledged that she had noted that the Board is a hard-working group. She would like to see more committees appointed to do some of the “grunt work” that the Board is undertaking.

President Nancy Penscak adjourned the meeting at 8:05 to go into Executive Session. The Board of Trustees met in Executive Session as permitted under the Texas Open Meetings Act, Government Code 551.074 – Personnel Matters, to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee. At 9:06 p.m., President Nancy Penscak reconvened the Board of Trustees of the Lake Travis Community Library District. Carol Black made a motion to approve funds to hire a part-time library clerk. Bob Johntz 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. The next meeting will occur at 6:30 p.m. on March 7, 2005. Additional meetings will take place on March 28, 2005 at 6:30 p.m. and April 11, 2005 at 6:30 p.m.

President Nancy Penscak stated that since there was no further business the meeting was adjourned. The meeting was adjourned at 9:16 p.m.

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