

MINUTES OF LAKE TRAVIS COMMUNITY LIBRARY DISTRICT
BOARD OF TRUSTEES
July 11, 2005

At 6:30 p.m., President Nancy Pencsak called the twenty-fourth 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, Carol Black, Dan Pedersen, and Mary Whitaker. Attendees were Eddy Beckelhymer and Jean Dowdy.

The Pledge of Allegiance to the Flag of the United States of America and the Flag of the State of Texas were recited.

The next order of business was the approval of the June 13, 2005 minutes. Dan Pedersen made a motion to approve the minutes as corrected. Mary Whitaker seconded the motion. The motion passed.

Dan Pedersen gave the treasurer's report. It was noted that receipts surpass the 04/05 operating budget by \$25,000 after the anticipated August payment of sales tax revenues. The Capital and Reserve Budgets are growing. They are on track for reaching our goals. Mr. Pedersen noted that there were no outstanding bills. Carol Black made a motion to approve the treasurer's report. Mary Whitaker seconded the motion. The motion passed. Eddy Beckelhymer presented the Lake Travis Community Library District with a check for \$50.00 from the Lakeway Profiteers Investment Club. Carol Black will write a letter thanking this club for their donation.

A report from Librarian Lauren Wahman was heard and discussed. The report involved questions regarding three issues. The first question regarded collecting money owed for lost books from withdrawn patrons. The Board recommended that a bill for the material be sent to the last known address of the patron, but the library should replace the material immediately. The next question was in regard to the challenged materials form and procedure. Carol Black will bring this policy to the August Board meeting for approval. Regarding the last question on cataloging for the Lake Travis Community Library: It was decided that LTCLD Librarian would be the person performing cataloging tasks, as she has formal training in this procedure. A request was made for statistical data to be included in the Librarian's report.

The next item on the agenda was a discussion of the next fiscal year's budget. The LTCLD is hoping for a CTLS grant of \$1800 for the 05/06 fiscal year. Nancy Pencsak asked that the expense for the audit be added to the budget. Dan Pedersen noted that \$1000 had been included in the proposed budget for scholarships. He proposed giving two \$500 scholarships to seniors who have worked in the library on a volunteer basis. Additionally, Mr. Pedersen presented a five-year budget projection, which he stated was on the conservative side. The Board was asked to review the 05/06 budget for approval at the August Board meeting.

The next item on the agenda was sales tax issues. As all of the Board members present had attended the meeting of Texas Library Districts, mention was made how all districts were having trouble collecting sales taxes from waste disposal companies. An email on this issue from Beth Fox, West Bank Librarian, was shared. Dan Pedersen noted that he has mailed detailed district maps to the state comptrollers office and utility companies. The map has also been placed on the district's web site. Because we saw an increase in revenues in the last month, he believes these maps may have helped in the collection of taxes.

Citizens Participation

Eddy Beckelhymer asked the Board to raise awareness of the library with the citizens of the district. She made note of the recent articles in the Lake Travis View and the Homeowners' News. Mrs. Beckelhymer asked that Dan Pedersen make a presentation to the Men's Breakfast Club and Carol Black make a presentation to the Women's Club.

The Collection Development Policy Committee gave no report.

Next, a discussion was held regarding the submission of grant proposals. Nancy Pencsak will ask Fran Fabish to work on grants from the Lakeway Civic Corporation for projects.

It was noted that the forms for the Student Volunteer Program were available.

Nancy Pencsak discussed the summer hours and programs in place and planned. The Summer Reading Program has been a "smashing success." For the first time, the library ran out of reading log forms and had to add more. The Pedernales Electric Company has donated prizes for this program. The Board thanks them for this donation. A magician is schedule to perform on July 27th.

Next, a report from Nancy Pencsak on the Public Relations Society of America was given. She stated that information on this program came from the Central Texas Library System. As this society does pro bono work, the Board could use them to promote the capital campaign.

President, Nancy Pencsak adjourned the meeting at 8:28 p.m. to go into Executive Session for two agenda items.

Agenda Item #1: The Board of Trustees met in 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.

Agenda Item #2: 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

No action was taken on either agenda item

The closed session ended on June 13, 2005 at 10:03 p.m.

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At 10:05 p.m., President Nancy Pencsak reconvened the Board of Trustees of the Lake Travis Community Library District. Dan Pedersen made a motion to invite the Village of Bee Cave to the August 8th meeting to make a library presentation. Mary Whitaker 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 August 8, 2005. Other meetings will be at 6:30 p.m. on September 12, 2005 and at 6:30 p.m. on October 10, 2005

President Nancy Pencsak stated that since there was no further business the meeting was adjourned. The meeting was adjourned at 10:08 p.m.

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