

MINUTES OF LAKE TRAVIS COMMUNITY LIBRARY DISTRICT  
BOARD OF TRUSTEES  
October 10, 2005

At 6:30 p.m., President Nancy Pencsak called the thirtieth 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, Bob Johntz, Dan Pedersen, and Mary Whitaker. Attendees were Librarian Sharon Temple, Friends of the Library President Ginger Gober, Eddy Beckelhymer, Jean Dowdy, and Mike Temple.

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 Sept 12, 2005 minutes. Bob Johntz made a motion to approve the minutes. Mary Whitaker seconded the motion. The motion passed.

Dan Pedersen gave the end of the fiscal year treasurer's report. This document will go to the auditors. The District has received almost \$36,000 above the state's estimate of sales tax receipts. The District's revenue is about \$30,000 above what the District had forecasted. This month, purchases have included new shelves for bestselling books and a \$30,000 CD from Wells Fargo Bank. We now have \$21,000 in the Reserve Fund.

Carol Black made a motion to approve the treasurer's report. Bob Johntz seconded the motion. The motion passed.

#### Citizens Participation

There were no citizens who asked to speak.

The next item on the agenda was a presentation by the Friends of the Lake Travis Community Library. President Ginger Gober discussed feedback from the District's library volunteers. She asked "Where are we" on acquiring a library? She stated the patrons' frustration on parking problems, no access to websites like ebay, and the limitation of space to house additional books. The library could have "more robust children's programs if we were not in the high school." She stated that no one wants to move twice, but if the District could lease space now, we might appease the public. Mrs. Gober presented a proposal to lease retail space at the 620 Mall at 107 RR 620 North, Suite 300, Austin, TX. There is no elevator, but the owner proposes to place one in the structure. She further commented that whether this is an ideal spot, she does not know. Mrs. Gober asked that the District check it out. "We need to find interim space while waiting for the wonderful building." Comments were made that there is no traffic light there and it presents a dangerous exit.

Mrs. Eddy Beckelhymer stated that she informs the public in the Homeowners News and the Lake Travis View on District matters. She related her frustration that some people do not read these articles.

Sharon Temple, the new Lake Travis Community Librarian, submitted a written and verbal report. The exciting news was that the library received a \$2144 Texas State Library Loan Star Grant. Additionally, the District has received Central Texas Library System funds in the amount of \$2,478. Mrs. Temple reported that the library acquired 32 new patrons during the month of September. It must be noted that 2631 items circulated during this time.

Library employees are coordinating schedules in order to have a staff member present as much as possible during the hours of operation. Additionally, this staff is in the process of writing a procedures manual for the library.

Sue Gilman is continuing with the scheduled Monday storytimes. Primrose School brought approximately 24 children to Storytime on September 26, 2005. Mrs. Gilman had the district drug dog and his deputy visit with the children. An additional preschool storytime has been added on Tuesdays at 10:00 a.m. Family storytime "2<sup>nd</sup> Saturday Stories" begins November 12, 2005 at 10:30 a.m. "Traveling Storytimes" are planned for Briarcliff and Vista Oaks.

Mrs. Temple noted that a three-month trial subscription of "Book Page", which is a magazine most public libraries make available for their patrons, begins this month.

Mrs. Eddy Beckelhymer asked for more information on nursery school visits. Mrs. Temple responded.

Next, an outreach program to the Village of Briarcliff was discussed with Briarcliff Library Liaison, Mrs. Jean Dowdy, participating. Nancy Pencsak noted that the LTCLD Board of Trustees needed input from Briarcliff as to their needs and asked for Mrs. Dowdy's opinions. During the last year, Mrs. Dowdy stated that their paperback library in the Village Hall has tripled in size. The checkout procedure is on the honor system and "works beautifully." The citizens are limited by the hours of operation. The library is open only during Village office hours. Other communities, such as Spicewood, use their library materials. Mrs. Dowdy said they have a few children's books. Mr. Dowdy has tried to get children to come to a summer movie festival and was unsuccessful. Thus, she has reservations about how many preschool children would come for a storytime. Eighty persons did attend a "Back to School" party. At the next Village meeting, she will announce the District's plans.

Dan Pedersen spoke to the status of the Audit. The LTCLD has signed a contract with West Davis and Company. Mr. Pedersen has made a list of the items needed for an audit and has made copies. Next week, he will send all the data to West Davis and Company.

Dan Pedersen asked that four changes to the Investment Policy be made.

He noted that he had acquired an update on the Public Funds Investment Act. This bill analysis was shared with Board members. There were very few changes to the Act. Mainly they were in the area of Certificate of Deposit Account Registry Service (CDARS). At this time, the CDARS change does not affect the District.

Carol Black made a motion to approve the changes to the LTCLD's Investment Policy. Mary Whitaker seconded the motion. The motion passed.

Dan Pedersen discussed changes to the Personnel Policy Manual. At this time, our one full-time employee already has health insurance. Thus, we needed to rescind the offer of health insurance in the manual. All references to medical insurance were deleted in Section 24, p. 21 and other places. Mr. Pedersen stated, "The District does not offer medical insurance coverage at this time."

Carol Black made a motion to approve the changes to LTCLD's Personnel Policy Manual. Mary Whitaker seconded the motion. The motion passed.

Nancy Pencsak, Carol Black, and Sharon Temple gave a report on the District's participation in the City of Lakeway's Information Fair held on October 10<sup>th</sup> at the Lakeway Activity Center. Informational brochures, such as storytime leaflets and bookmarks were given away. Additionally, there were prizes that included books, balloons, and stickers. There were displays that featured bestsellers and children's activities. All in all, a very nice presentation that resulted in four new patrons, and individuals taking volunteer forms.

Carol Black asked that the Records Management Schedule of the Lake Travis Community Library District be postponed for approval at the November meeting, due to glitches with the software.

President, Nancy Pencsak adjourned the meeting at 7:50 p.m. to go into Executive Session for one agenda item.

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.

The closed session ended on October 10, 2005 at 8:27 p.m.

At 8:28 p.m., President Nancy Pencsak reconvened the Board of Trustees of the Lake Travis Community Library District.

Dan Pedersen made a motion to charge the LTCLD's Land Acquisition Committee to evaluate leasing alternate sites for the library. Mary Whitaker seconded the motion. Motion passed. When the LAC is informed, Nancy Pencsak will pass along the information provided by Friends of the Library President Ginger Gober.

Bob Johntz recused himself from discussions involving the American Retirement Corporation.

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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 November 14, 2005. Another meeting will be at 6:30 p.m. on December 12, 2005.

President Nancy Pencsak stated that since there was no further business the meeting was adjourned. The meeting was adjourned at 8:37 p.m.

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