

MINUTES OF LAKE TRAVIS COMMUNITY LIBRARY DISTRICT
BOARD OF TRUSTEES
December 12, 2005

At 6:55 p.m., President Nancy Pencsak called the thirty-second 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 Sharon Temple, Ann Holt, and Rhonda Hostetler.

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 November 14, 2005 minutes. Bob Johntz made a motion to approve the minutes as presented. Mary Whitaker seconded the motion. The motion passed.

Dan Pedersen gave the treasurer's report. First, the October financials were presented. Revenues are coming in higher than expected and expenses are less than expected. A Treasury Bill was purchased at 4.015%. Next, the November financials were presented. The revenues are averaging \$7,000 over what was expected. The Friends of the Lake Travis Community Library gave \$1000 to purchase books on travel. Book shelves were purchased from Gaylord. These house the bestsellers. Additionally, two more treasury bills were purchased.

Carol Black made a motion to approve both the October and November treasurer's reports. Mary Whitaker seconded the motion. The motion passed.

Citizens Participation

Rhonda Hostetler asked a question as to how much sales tax has been received for the month of November. Dan Pedersen responded with an amount of \$32,587.

Next, Librarian Sharon Temple gave a report.

First, a statistical report was given that included "2645 items circulated during November." Mrs. Temple expects the statistics to increase when the library moves to temporary quarters that are more accessible to patrons.

Mrs. Temple reported that she had already started a storytime program at Vista Oakes.

On December 13th, Mrs. Temple will attend a workshop in preparation for the summer reading program. She stated that she needed an Advisory Committee for the Summer Reading Program. This summer, the program will include an adult component. As the theme for 2006 is sports, she is already inviting special guests such as "Fang."

Mrs. Temple proposed a "Design Contest" to select a children's reading mascot. She will publicize this contest and expect submission of entries by February 24th. Prizes will be given for first, second, and third place contestants.

On December 15th, there will be an evening pajama storytime. Mrs. Temple wishes to make this a monthly occurrence.

She is evaluating two circulation software systems for the temporary library site. These are Sagebrush and Biblionix. Computer public access management software is needed. She received a quote of \$240 yearly for ten computers.

Bob Johntz stated that the Collection Development Policy is not completely ready. He asked that the submission to the Board of Trustees for perusal be at the February 13th meeting. In the meantime, Mr. Johntz requested Board input.

Christmas Plans for the Lake Travis Community Library were discussed. Sharon Temple discussed hours of operation. The week preceding Christmas will have the same hours with the exception that the library will close at noon on December 23rd. The library will continue to be closed throughout the holiday week and will reopen on January 3, 2006.

Nancy Pencsak stated that it is necessary to update the Texshare Policy and the Circulation Policy.

Sharon Temple requested that to comply with TexShare Policy, we needed to add "TexShare cards are issued to an individual as opposed to a family. Patron must show a driver's license the first time that they apply for a TexShare." "The TexShare card will expire twelve months from the date it is issued." Wording also was changed to read, "TexShare cards will be issued by Library employees to new and current patrons of the LTCL after they have been a member for one month and are in good standing (no fines, no overdue, lost, or damaged materials that need to be cleared)." Carol Black made a motion to approve the changes to the Texshare Policy as stated by Sharon Temple. Dan Pedersen seconded the motion. Discussion followed. Mr. Pedersen made a motion to amend the policy to state, "if they are in good standing." Dr. Black seconded the motion. This wording would exclude the required one-month membership. Discussion followed. Mrs. Pencsak called for the vote. The motion passed.

Next, Mrs. Temple said that our Circulation Policy stated that the library membership is valid for two years. She would like to see it changed to one year, because this has been happening in tangent with the LTISD policy of one year membership.

Carol Black made a motion to approve the change of one year to the Circulation Policy. Dan Pedersen seconded the motion. The motion passed.

Next a discussion was held regarding the 2006 Calendar Schedule. Sharon Temple presented the calendar with holidays marked. A discussion was held that noted employee holidays. Carol Black made a motion to approve the final draft of the 2006 Calendar for the LTCL. Bob Johntz seconded the motion. The motion passed.

Sharon Temple asked that the agenda item regarding changes to the Central Texas Library System Standards be delayed until the January 9, 2006 meeting.

Dan Pedersen discussed the May 2006 Election. He recommended using Travis County for the election. Mr. Pedersen passed out four election forms. He asked for approval of the use of these forms for the May 2006 election. Mary Whitaker made a motion to approve these forms. Bob Johntz seconded the motion. The motion passed. Nancy Pencsak, Carol Black, and Mary Whitaker plan to stand for reelection.

Carol Black noted that it was necessary that the Board make a concerted effort to acquire grant monies for temporary facilities.

One agenda item, Librarian of the Year, was postponed because of inclement weather causing a delay in posting.

President, Nancy Pencsak adjourned the meeting at 8:25 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

The closed session ended on December 12, 2005 at 10:18 p.m.

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At 10:19 p.m., President Nancy Pencsak reconvened the Board of Trustees of the Lake Travis Community Library District. No action needed to be taken on any items in Executive Session.

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 January 9, 2006. Another meeting will be at 6:30 p.m. on February 13, 2006.

President Nancy Pencsak stated that since there was no further business the meeting was adjourned. The meeting was adjourned at 10:22 p.m.

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