

MINUTES OF LAKE TRAVIS COMMUNITY LIBRARY DISTRICT  
BOARD OF TRUSTEES  
February 13, 2006

At 6:30 p.m., President Nancy Pencsak called the thirty-fifth 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 Sharon Temple, Jean Dowdy, and Ginger Gober.

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 January 13, 2006 minutes. Dan Pedersen made a motion to approve the minutes. Mary Whitaker seconded the motion. The motion passed.

Dan Pedersen gave the December treasurer's report. In the Capital Budget one certificate of deposit matured and rolled over. The district is slowly building a reserve fund. Mary Whitaker made a motion to approve the treasurer's report. Carol Black seconded the motion. The motion passed.

A revision of the 05/06 budget was presented. The original budget for 05/06 was \$265,000. The revised budget for 05/06 is \$340,000. This reflects an update of expected revenues, additional costs of legal services for negotiating the lease, and the payments for renting the space in Lohmans Shopping Center. More supplies are being used, and training for personnel has been expanded. The Capital Budget was changed to purchase computers and relocate to the new site. Carol Black made a motion to revise the budget as proposed. Mary Whitaker seconded the motion. The motion passed.

#### Citizens Participation

Jean Dowdy asked for the amount of sales tax revenues which had been collected since December 2004. Dan Pedersen answered that approximately \$324,000 had been collected in the last twelve months. This information is available on a state web site.

Carol Black asked that agenda item number 15 be taken after the librarian's report, because of the presence of a speaker.

Next, Librarian Sharon Temple gave a report.

The annual report to the Central Texas Library System has been submitted. This is the last annual report that will include statistics for both the school and the library district. Next year, statistics will differ because only the library district statistics will be included. It was noted that CTLS has incorrect population figures for the District. Their figures reflect the entire Lake

Travis I.S.D. area. As population determines District expenditures and number of items per capita, this will be corrected by CTLS. Mrs. Temple would still like to increase materials. Board members are required to take two hours of Open Government and Public Information Training using a DVD from the Attorney General's office. This DVD has been ordered. Forms to close access to social security number and family member information are available for staff and Board members.

The part-time employees need a copy of the Personnel handbook.

January statistics show a circulation of 2,799 items to district patrons, volunteers logged 353.13 hours, and an enrollment of 61 new district patrons. There were ten storytimes held in January, one of which was held in the Briarcliff recreation center. The Briarcliff storytimes will be held on the second and fourth Tuesdays of the month at 1:00 p.m.

Jean Dowdy, the Briarcliff liaison, has been instrumental in the installation of two signs to be placed in Briarcliff advertising this library storytime. She has solicited prices and permission to place the signs at the entrance to Briarcliff. The Board thanked Mrs. Dowdy for this service. Mrs. Temple voiced concerns about communication with the Board. Because of the Open Meetings Act it is important to have one Board member to whom she can voice concerns and request information. At a past Board meeting, it had been decided that the Board President, Nancy Pencsak, would fill this role for the previous librarian. It was stated that Mrs. Pencsak would continue to do so.

Staff attendance at workshops was discussed. Mrs. Temple requested that one staff member attend a grant writing workshop and another staff member and a volunteer attend a book repair workshop. The Board requested that Mrs. Temple use the training budget as she saw fit to send staff to workshops, etc.

Mrs. Ginger Gober, Chair of the Relocation Committee, gave a report. She had met with two movers. One would charge \$1986 to move the books, which would not include packing. Another would charge \$1900 for boxes, tape, and moving the books, but no packing. Mrs. Gober spoke with Beth Fox and she recommended using volunteers to pack and unpack the books. John Gilman with the Austin Public Library has written a book that describes how to move a library. Also, it describes how to pack the boxes. Mrs. Gober estimates that we will pack between 500-600 boxes of books. She is impressed with those persons volunteering to help. She expects numerous volunteers to help with the move.

Mrs. Gober has also investigated a leased security system for the new site. It will cost \$600 a year and a fee of \$30 a month to monitor the system.

Librarian attendance at conferences was discussed. A Public Library Association Conference will be held in Boston, but it is on March 21<sup>st</sup>. This coincides with the move to the new location. Mrs. Temple felt she should not be absent on this day. She did request that she attend the Texas Librarian Association Meeting in Houston, Texas on April 25-28<sup>th</sup>. This request was granted. She stated that a substitute staff member would have to be on duty during this time.

A discussion was held regarding the Termination of an Agreement with the Lake Travis I.S.D. Carol Black stated that on January 23, 2006, a Termination of Agreement Notice was signed by Nancy Pencsak, Carol Black, and Robert Hart, Assistant Superintendent of LTISD. An

Agreement for the Operation of a Public Library had been signed by these parties on May 16, 2005. This agreement required a written notice to terminate. It was noted in the Termination Notice that for twenty-one years the Lake Travis I.S.D. has permitted the Community Library to co-exist in the Lake Travis High School Library. They had been gracious hosts in their support of the Community Library. Board Trustees, administrators, and faculty have all assisted in ways too numerous to count. Over the years, the high school librarians have served as the Community Librarian. The Lake Travis Community Library would not be what it is today without the assistance of the LTISD. In the notice, the LTCLD thanked the LTISD for their continuous support and asked to continue the close relationship developed over the years.

Sharon Temple addressed the annual report to the Central Texas Library System in her Librarian's Report.

Because of a lack of information from Travis County, Dan Pedersen asked that we schedule a meeting for February 27<sup>th</sup> to approve the Notice of Election and Election Order for the May 2006 Election.

Treasurer Dan Pedersen presented the Auditor's Report from West, Davis & Company for final acceptance. He noted that the District passed with flying colors. The report did address some concerns. Purchase orders should be used, a staff person is needed to reconcile the bank statements, and two signatures are needed on all checks. Carol Black made a motion to accept the Auditor's Report. Mary Whitaker seconded the motion. The motion passed. Dan Pedersen presented a Financial Controls Policy to address the concerns of the auditor's report. Nancy Pencsak made a motion to adopt the Financial Controls Policy. Mary Whitaker seconded the motion. The motion passed.

A discussion of the progress in searching for grants was held. Carol Black presented five sources that would be candidates for hiring to solicit grants. Because Bacon, Lee, and Associates had been successful with the Bourne, Georgetown, and Canyon Lake districts, it was requested that we invite Marion Lee to address the Board at the April 10<sup>th</sup> meeting. Ms. Lee stated that it is extremely necessary to have a strategic plan. The LTCLD does not have one. Two information sheets were distributed that were from this company. They were "Conditions for Successful Strategic Planning" and "Nonprofit Responsibilities." Mary Whitaker made the statement that we need to know what we are asking for.

As the LTCLD is not noted on the Voter Registration Certificate, Nancy Pencsak made a motion to formally ask the Travis County Voter Registrar to put a box for library districts on Voter Registration Certificates. Dan Pedersen seconded the motion. The motion passed.

Sharon Temple presented the hours of operation at the new location for discussion. They are:

Monday & Tuesday	10:00 a.m. – 7:00 p.m.
Wednesday – Friday	10:00 a.m. – 6:00 p.m.
Saturday	10:00 a.m. - 4:00 p.m.
Sunday	1:00 p.m. – 4:00 p.m.

Mrs. Temple related hours for staff will begin at 9:00 a.m. at the new location. The library will continue with regular hours through March 10<sup>th</sup>. The library will close and reopen on March 27<sup>th</sup> subject to everything falling into place. Dan Pedersen made a motion to adopt the new hours for the new location. Mary Whitaker seconded the motion. The motion passed.

In the absence of Bob Johntz, Carol Black and Sharon Temple gave a report on the Lease status and occupancy. A three-year lease was signed by Nancy Pencsak on January 20, 2006 with Lohman's Crossing Partners, L.P. to locate the Lake Travis Community Library in the north corner of the Lohman's Crossing Shopping Center. The lease became effective February 1, 2006. LTCLD lawyer, Sherlene Collins, had examined the lease.

Dr. Black stated that a meeting was held on Friday, January 27<sup>th</sup>, with City of Lakeway official, Sue Collier Potter, to determine what permits were needed to begin a renovation of this site. Sharon Temple, Bob Johntz, Carol Black, Peter Hitt, P.A. Penley, and Frank Black attended this meeting. Ms. Potter explained just what was needed to receive an occupancy permit. She emphasized that a visit with the Fire Marshall was essential before renovation. On Wednesday, February 1<sup>st</sup>, Mrs. Temple met with the Fire Marshall at the new location. He advised her as to what changes had to be made. On Friday, February 3<sup>rd</sup>, Nancy Pencsak signed a remodeling contract with Donnie Rogers. Peter Hitt is in charge of supervising this remodeling project under the direction of Mrs. Temple. Mrs. Temple reported that the project should be completed by February 28<sup>th</sup>. Shelving for materials should be delivered on February 22, 2006. The computer software company, Biblionix, will be ready for staff training on March 20, 2006. There is a possibility that the school district will sell some of the shelving that is being used for the District's children's materials. If the School Board approves the sale, Mrs. Temple would like to purchase three large units of shelving.

The Board felt there was no need to go into 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 February 27, 2006. Another meeting is scheduled for March 13, 2006 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 8:50 p.m.

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