

**MINUTES OF LAKE TRAVIS COMMUNITY LIBRARY DISTRICT
BOARD OF TRUSTEES
May 8, 2006**

At 6:35 p.m., President Nancy Pencsak called the fortieth meeting of the Trustees of the Lake Travis Community Library District to order. The meeting was convened in the Lake Travis Community Library. Board Members present were Nancy Pencsak, Carol Black, Dan Pedersen, and Mary Whitaker. Attendees were Sharon Temple, 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 April 10, 2006 minutes. Mary Whitaker made a motion to approve the minutes. Dan Pedersen seconded the motion. The motion passed.

Dan Pedersen gave the treasurer's report discussing financials for March and April. In the salaries column on the March Operating Budget, three pay periods occurred. Revenues in March and April were lower reflecting sales taxes collected in the slow month of January and the shorter month of February. It was noted that even with the moving expenses, the Capital Budget has grown to \$229,113.32.

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

Citizens Participation

Eddy Beckelhymer asked for an update on the American Retirement Corporation. Carol Black responded that the LTCLD had signed no formal agreement between ARC and the LTCLD. Mrs. Beckelhymer was referred to the City of Lakeway for the status of the total ARC project. She also spoke about advertising summer programs in the Homeowners News. Sharon Temple stated that she planned to submit this information to them.

Jean Dowdy inquired about the new library in Spicewood. She stated that both the Spicewood Library and the Bee Cave Library are submitting information to the Pedernales Property Owners' Association Newsletter. Nancy Pencsak stated that she thought that the Spicewood library was part of the Burnet County Library System.

Sharon Temple gave the Librarian's Report. She stated that April statistics are way up with 96 new families and 86 renewal families. Circulation has doubled to 4090. Volunteers have worked 406.5 hours in April.

The library's phone number printed in directories is now correct (263-2885). Our FAX number is 535-3044. Ann Marie Nielsen will be a substitute/temporary employee.

A request to the Lakeway Civic Corporation was granted. Funds up to the sum of \$3500 were allotted to purchase two chairs, a coffee table, and a lamp for the circulation area. Hester Currens will be the LCC advisor on this project.

The Friends of the LTCL are distributing a "Friends Wish List." Patrons are responding to these requests.

The LTCLD has been asked to participate in the Lakeway July 4th Parade. Mrs. Temple is working on ideas for this project.

As new Texas legislation will have an impact on vendors who do business with the LTCL, Mrs. Temple is going to check with the Central Texas Library System to determine procedures.

Citizens Participation: Eddy Beckelhymer stated that one of her friends is very happy volunteering for the library.

The Grand Opening and Summer Reading Kick-Off was discussed. Mrs. Temple distributed a calendar of events for the months of June and July. The Grand Opening will be informal, but will have a ribbon-cutting with the Chamber of Commerce present. At the Summer Reading Kick-Off on Saturday, June 3rd and Sunday, June 4th many events are planned including children fishing for treats and a few Girl Scouts face-painting.

The calendars will be distributed to all school children. Activities in the months of June and July include a Lemony Snickett Club on Fridays, an Elementary Book Group and a Middle School Book Group. There will be dancers, fire trucks, and other activities for toddlers and preschoolers. A 2:00 Science Magic event is planned for four Tuesdays. For ages 12+ there will be a special Game Night Lock-In on July 20th from 7:00 to 11:00 p.m.

Nancy Pencsak stated that a City-Wide Friends Book Sale is scheduled for June 24th from 8:00 a.m.-2:00 p.m.

Dan Pedersen led a discussion regarding the May 22nd meeting of the LTCLD Board of Trustees. Newly elected trustees will have to fill out a Certification of Election Letter along with another form. They will also have to take the Oath of Office.

Carol Black discussed a revision of the Tobacco Policy. The policy had to be revised to comply with the City of Lakeway's ordinance on smoking. Copies of the policy were placed in all employees' mailboxes to meet the notification requirement. Librarian Sharon Temple was asked to order signs for all three doors.

Dan Pedersen made a motion to approve the revised Tobacco Policy. Mary Whitaker seconded the motion. The motion passed.

A Financial Controls Policy discussion was delayed until the next meeting.

Regarding the construction of a new library, Carol Black presented the "Request Statement for Qualifications" for submission by architects. Discussion followed. Dan Pedersen felt that a committee needed to be formed to evaluate all the submissions by architects and present a selected few to the Board.

Citizens Participation: Eddy Beckelhymer suggested names for the committee.

Dan Pedersen made a motion to have Carol Black form a committee to prepare an RFQ, advertise, evaluate responses from architects, and make a selection of architects' RFQs to present to the Board. Mary Whitaker seconded the motion. The motion passed.

President Nancy Pencsak adjourned the meeting at 7:49 p.m. to go into Executive Session for two agenda items. Agenda Item #2 was addressed before Agenda Item #1 to accommodate a speaker.

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.

1. Duties of employees
2. Employment of personnel

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.

1. Search for library site.

The closed session ended on May 8, 2006 at 9:21 p.m.

At 9:22 p.m., President Nancy Pencsak reconvened the Board of Trustees of the Lake Travis Community Library District to take action on any executive session item if necessary. No action was taken.

Comments – Board of Trustees: Carol Black passed out copies of the Records Retention Schedule and asked that the Board be ready to discuss the document and possibly approve it at the June meeting of the Board of Trustees. The complete Records Retention Notebook would be available at the library for perusal.

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 6:00 p.m. on May 22, 2006. Another meeting is scheduled for June 12, 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 9:38 p.m.

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