

**MINUTES OF LAKE TRAVIS COMMUNITY LIBRARY DISTRICT
BOARD OF TRUSTEES
June 19, 2006**

At 6:30 p.m., President Carol Black called the forty-second 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, Bob Johntz, Carol Black, Dan Pedersen, and Mary Whitaker. Attendees were Eddy Beckelhymer, and Sharon 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 May 22, 2006 minutes. Bob Johntz made a motion to approve the minutes as corrected. Dan Pedersen seconded the motion. The motion passed.

There being no new bank statements, there was no treasurer's report. Bob Johntz gave an update on the transition of office of Treasurer: A preliminary Budget for 2006-2007 will be presented in July, to be approved in August, before the beginning of the Fiscal Year.

Citizens Participation(any topic not on the agenda): Jean Dowdy, by mail, requested a correction to the minutes of the May 8th meeting. The correction will be attached to the May 8th minutes.

Librarian's Report: Ne'Leigh Hamilton has been hired as the temporary library page for weekends, with the possibility of becoming a regular part-time employee in August.

Currently, there have been 594 library cards issued.

Monthly statistics: TexShare Cards – 23

New Patrons –152 new families; 89 renewals

Inter Library Loan requests –2

Volunteer Hours – Adults - 457.5 hrs.; Teens - 35 hrs.

Programs and Services: Summer Reading Program

Science Magic – increased number to 15 per session; added a second session.

Lemony Snicket – Added a second session. 21 children at first meeting.

Narnia – added another session and all are full.

On order are 2 chairs, a coffee table, and lamp using the Grant from the Lakeway Civic Corporation.

Citizens Participation: Eddy Beckelhymer requested that a representative from the library speak to the Lakeway City Council about the successes of the library.

The next item on the agenda, The Report on The Ribbon Cutting and Summer Reading Kick-Off, was discussed. The door count for the Ribbon Cutting Event on Friday, June 02, was 328 attendees. 34 new cards were issued and everyone seemed to have a good time. The Lake Travis View and The Four Points News covered the event.

Citizens Participation: none

A discussion was held regarding the Interlibrary Loan Budget.

There was no Citizens Participation.

Nancy Pencsak made a motion that the library no longer charge for Interlibrary Loan services, Mary Whitaker seconded the motion. The motion passed. Carol Black suggested that a new policy, on what materials may be loaned, be brought to the next board meeting.

Sharon Temple discussed Staff Job Descriptions, requesting that there be a Librarian's Assistant position that would be permanent, and a Library Page position that would be a seasonal temporary position.

There was no Citizens Participation.

Dan Pedersen made a motion to approve the Staff Job Descriptions, Bob Johntz seconded the motion. The motion passed

Dan Pedersen discussed the Signatory authority for the Treasurer concerning library bank accounts.

There was no Citizens Participation.

Mary Whitaker made a motion to approve the Resolution granting Signatory authority. Bob Johntz seconded the motion. The motion passed.

The Board decided not to address Circulation Policies – Teacher Loan as our loan policies already provided for teachers.

A discussion was held regarding the Records Retention Schedule

There was no Citizens Participation.

Bob Johntz made a motion to approve the Records Control Schedule; Dan Pedersen seconded the motion. The motion passed. The Records Control Schedule will be submitted to the Texas State Library.

Bob Johntz discussed the Collection Development Policy, which will be taken up at the July Board meeting. There was no Citizens Participation. Librarian Sharon Temple and Carol Black submitted suggestions for revisions to the policy under discussion. Mr. Johntz stated he would take these suggestions under consideration.

Carol Black adjourned the meeting at 7:59p.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 June 19, 2006 at 9:08p.m.

At 9:09p.m., Carol Black reconvened the Board of Trustees of the Lake Travis Community Library District. There was no Citizens Participation.

Mary Whitaker made a motion to submit a donation agreement to the American Retirement Corporation; Bob Johntz seconded the motion. The motion passed.

Carol Black adjourned the meeting at 9:10p.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 551.074 – Personnel Matters, to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee

The closed session ended on June 19, 2006 at 9:35p.m.

At 9:36p.m., Carol Black reconvened the Board of Trustees of the Lake Travis Community Library District. There was no Citizens Participation.

Bob Johntz made a motion that the Board award bonuses to the Librarian and the Librarian's Assistant in recognition of the excellent job performances during the move from the Lake Travis High School to the Library's new location on Lohmans Spur; Mary Whitaker seconded the motion. The motion passed.

No Comments by Board Members

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 July 10, 2006. Other meetings will be at 6:30 p.m. on August 14, 2006 and at 6:30 p.m. on September 11, 2006

President Carol Black stated that, as there was no further business, the meeting was adjourned. The meeting was adjourned at 9:44p.m.

Nancy Pencsak, Secretary
Board of Trustees
Lake Travis Community Library District