

**MINUTES OF LAKE TRAVIS COMMUNITY LIBRARY DISTRICT
BOARD OF TRUSTEES
August 14, 2006**

At 6:32 p.m., President Carol Black called to order, the forty-fourth meeting of the Trustees of the Lake Travis Community Library District. The meeting was convened in the Lake Travis Community Library. Board Members present were Carol Black, Dan Pedersen, Nancy Pencsak, and Mary Whitaker. Attendees were Eddy Beckelhymer, Sharon Temple 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 first order of business was the approval of the July 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. Mary Whitaker made a motion to approve the treasurer's report; Nancy Pencsak seconded the motion. The motion passed.

There was no Citizens Participation (any topic not on the agenda)

Librarian's Report:

Sue Gilman has been hired as Library Assistant I.

Ne'Leigh Hamilton resigned effective August 4, 2006. She will continue to work as a substitute.

The library page position will be advertised this week.

Monthly Statistics:

TexShare Cards	19
New Patrons	174, Renewals 63
ILL requests	5
Volunteer hours	404 adult; 165 teen
Circulation	8175

Programs: Fall Programming includes 3 story Times in the Library; 1 in Briarcliff; "It's a Girl Thing" book group; a PJ Story Time once a month and other special activities.

Citizens Participation: no one spoke.

A discussion was held regarding the need to update the Library Policy Manual. This consisted mainly of address changes, because of the relocation of the library to the current address and clarification of the fine policy.

Citizens Participation: Eddy Beckelhymer asked about notifying patrons by email of overdue materials. Dan Pedersen made a motion to approve the updating of the Policy Manual, Carol Black seconded the motion. The motion passed.

A discussion was held regarding the need for a Library Programming Consultant. Carol Black had determined, after consulting with CTLS staff, that the approximate cost would be \$2400.

Citizens Participation: Jean Dowdy asked about the duties of a Library Programming Consultant. Dan Pedersen made a motion to approve the hiring of a Library Programming Consultant. Mary Whitaker seconded the motion. The motion passed

A discussion was held regarding the status of TXDot library signage. Sharon Temple will follow up contacting Texas Department of Transportation.

Citizens Participation: Jean Dowdy asked about what the sign looks like.

A discussion was held regarding the status of collection of Sales Tax on telecommunication services. Action is deferred until the Treasurer, Bob Johntz returns.

Citizens Participation: Jean Dowdy commented on the difficulty of determining the sales tax on a phone bill and provided the District with a copy of her Time Warner cable bill.

A discussion was held regarding the Population Numbers from the State Library. Carol Black consulted with Texas State Librarian, Peggy Rudd about the use of statistics from MUDs in the Library District. The figure of 3.5 persons per household will be used to calculate the Library District's service population.

Citizens Participation: none

A discussion was held regarding the Letter of Engagement to the auditors, West, Davis & Co.

Citizens Participation: none

Dan Pedersen made a motion to approve the Letter of Engagement to the auditors; West, Davis & Co. Nancy Pencsak seconded the motion. The motion passed

Carol Black adjourned the meeting at 7:37 p.m. to go into Executive Sessions 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 551.074 – Personnel Matters, to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee

- a. Duties of employees
- b. Employment of personnel

Agenda Item #2: 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.

- a. Search for library site

The closed session ended on August 14, 2006 at 8:29 p.m.

Carol Black reconvened the open meeting on August 14, 2006 at 8:35 p.m.

Citizens Participation: none

Carol Black made a motion to approve an increase in salary for the Librarian, Sharon Temple. Mary Whitaker seconded the motion. The motion passed

A Discussion was held concerning the Proposed Budget for FY 2006-2007. Carol Black made a motion to approve the revised Proposed Budget for FY 2006-2007. Mary Whitaker seconded the motion. The motion passed

Comments –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 August 21, 2006.

Other meetings will be at 6:30 p.m. on September 11, 2006,

and at 6:30 p.m. on October 09, 2006,

and at 6:30 p.m. on November 13, 2006.

President Carol Black stated that since there was no further business the meeting was adjourned. The meeting was adjourned at 9:15 p.m.

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