

**MINUTES OF LAKE TRAVIS COMMUNITY LIBRARY DISTRICT
BOARD OF TRUSTEES
October 09, 2006**

At 6:34 p.m., President Carol Black called to order the forty-seventh 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, Bob Johntz, Dan Pedersen, and Nancy Pencsak. Absent Board members: Mary Whitaker. Attendees were 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 September 11, 2006 minutes. Bob Johntz made a motion to approve the minutes. Dan Pedersen seconded the motion. The motion passed.

Bob Johntz gave the treasurer's reports for July, August and September. The district's fiscal year ended on August 31, 2006. Starting in fiscal year 06-07 we will be closing the month end financials based upon transactions that were written in the month. The district's auditor, Gary Davis, recommended this. In prior years financial transactions were recorded in the month they were cleared by our banks. The board discussed the possibility of closing FY 05-06 with some transactions, which had goods and services received before year-end, but were paid after August 31, 2006 (so called encumbered funds which might have been \$3000 to \$4000). It was decided not to do that, and to close FY 05-06 with transactions that had cleared our banks by August 31, 2006. In other areas, the board agreed to authorize Ann Holt to do cash/check deposits. The tracking of directed donations and associated expenses will be done manually, not by the current financial computer system. Bob Johntz will do an inventory of the district's safety deposit box. Carol Black and Bob Johntz are in possession of the 2 box keys. A review of the Investment Policy will be done at the November Board meeting. Bob gave an overview of the district's bank deposit of coins. Since Prosperity Bank does not have a coin counting machine, we will have to wait for the bank to hand count the coins and then access our account on-line to know the amount. The board made various recommendations- Bob will explore them.

A discussion was held regarding the use of Quarterly Reports for district accounts. This will be decided at a later date. A discussion was held regarding the need for a policy regarding patron checks returned due to Insufficient Funds. Bob will follow up with Sharon Temple to make sure such patrons are flagged. Dan Pedersen made a motion to approve the treasurer's report, after correction of the expected year to date totals in the August 2006 Operating Budget. Carol Black seconded the motion. The motion passed.

Citizens Participation (any topic not on the agenda)

Eddy Beckelhymer asked for a copy of the Librarian's report.

Jean Dowdy would like to see a monthly financial report for the District and recommended the District use a financial software program.

Librarian's Report was given by Carol Black, due to the absence of Librarian Sharon Temple, due to her mother's illness. Librarian's Report: *2007 Loan Star grant of \$2,082 from Texas State Library (online databases as requested by patrons): "What Do I Read Next?", "Novelist", "Ancestry Plus"

*2007 CTLS grant \$2,140 (books for youth and children to support summer reading)

Mrs. Temple requested Conflict of Interest forms from District Board Trustees.

Sue Gilman is now an official notary. Paul Stenis is Library Page working all weekends.

TXDOT moving the library signs has been approved and sent to the Maintenance Team, who will coordinate the move from the high school sign to Lohman's Spur. Notification of approval on September 29, 2006.

Monthly Statistics:

Volunteer hours – 477 adult & 113 teen

TexShare Cards – 26

Circulation - 7293

New Patrons 128; renewals 65

Door Count - 3605

ILL requests – 20

Scholarships Procedures for this May 2007.

Citizens Participation: none

The Record's Retention Schedule for the Library was discussed

Citizens Participation: none

Carol Black made a motion to approve the submission of a Declaration of Compliance with the Records Scheduling Requirement of the Local Government Records Act, indicating Schedules EL, GR, and PW.

Nancy Pencsak seconded the motion. The motion passed

A discussion was held regarding The Central Texas Library System's recent workshop on Fund Raising. Handouts from the workshop; which was attended by Carol Black and Nancy Pencsak; were handed out.

Citizens Participation: none

A discussion was held regarding the Library Programming Committee, which was authorized at last month's Board meeting. Sharon temple and Carol Black are compiling a list of prospective committee members. Jane Thomas, former Lake Travis Middle School Librarian has agreed to serve. Once the committee is in place, they will invite CTLS staff person, Susan Nyfeler, to address the committee. The committee will make use of the Wisconsin State library planning website, recommended by Diane Koehler of the Wells Branch Community Library.

Citizens Participation: none

Carol Black adjourned the meeting at 8:07 p.m. to go into Executive Session for two agenda items.

The Closed session was called to order at 8:15 pm.

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.

a. Search for library site

Agenda Item #2: The Board of Trustees will meet 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.

General description of the deliberation:

A discussion was held regarding duties of personnel.

The closed session ended on October 09, 2006 at 8:47 p.m.

Carol Black reconvened the Open meeting at 8:48 pm.

Citizens Participation: none

Carol Black made a motion to approve the expenditure of \$47,969 for the water/wastewater services infrastructure, to be included in the ARC land agreement, and request that the wastewater 'stub-out' on the library property be moved to a more useful location. Dan Pedersen seconded the motion. The motion passed

Comments –Board Members: Carol Black asked about the Open Meetings/Open Records training Video, provided by the State of Texas. Dan Pedersen gave the recording to Carol Black.

A discussion was held regarding future meetings of the Board of Trustees for the Lake Travis Community Library District. The next meetings will occur on

November 13, 2006 – 6:30 p.m. – Board Meeting – Lake Travis Community Library

December 11, 2006 – 6:30 p.m. – Board Meeting – Lake Travis Community Library

January, 08, 2007 - 6:30 p.m. – Board Meeting – Lake Travis Community Library

President Carol Black stated that since there was no further business the meeting was adjourned. The meeting was adjourned at 8:52 p.m.

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