

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

At 6:30 p.m., President Carol Black called the forty-eighth 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 Carol Black, Bob Johntz, Dan Pedersen, and Nancy Pencsak. Attendees were Eddy Beckelhymer, Marsha Bissett, Jean Dowdy, and Sharon Temple.

The Pledges 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 October 09, 2006 minutes. Mary Whitaker made a motion to approve the minutes as corrected. Dan Pedersen seconded the motion. The motion passed.

Bob Johntz gave the treasurer's report for October(end of September Account value). Corrected copies of both the treasurer's report for August (end of July Operating Budget) and the treasurer's report for September (end of August Capital Budget) were provided. Copies of the inventory of the safety deposit box were provided. It was noted that Wells Fargo Bank had under-paid our unemployment tax; but have corrected that matter. Bob Johntz will obtain, from our auditors, additional information about encumbered funds. Dan Pedersen made a motion to approve the treasurer's report. Mary Whitaker seconded the motion. The motion passed.

Citizens Participation (any topic not on the agenda) Jean Dowdy shared information that PEC serves 613 Homes in Briarcliff.

A discussion was held regarding The District's Investment Policy. Nancy Pencsak made a motion to approve the changes recommended by the Treasurer, Bob Johntz. Carol Black seconded the motion. The motion passed. Citizens Participation: Jean Dowdy had a question about Insurance on bank funds in excess of \$100,000.

A discussion was held regarding The Investment Training Requirement for Investment Officers. 10 hours of training are required during the first year of the officer's service and 5 hours of training each year thereafter. Nancy Pencsak made a motion to approve the payment of the \$275 fee for online training; Mary Whitaker seconded the motion. The motion passed. Citizens Participation: Eddy Beckelhymer commented on the tremendous amount of work that board members perform.

The board formally thanked Librarian Sharon Temple for the level of service maintained during her recent family emergency.

**Librarian's Report: Administration**

Population revised to 22,405 by The Texas State Library. This is a change from a little over 25,000 figure that was released in November 2005. Conflict of Interest forms and open records certificates are needed from board members. Sue Gilman is now an official notary. Interviews are being conducted for 2 Library Assistant –II (13-15 hours per week) The Librarian attended the CTLS regional meeting with Carol Black and Nancy Pencsak

**Monthly Statistics**

TexShare Cards – 17

New Patrons 222; renewals 55

ILL requests – 17

Volunteer hours – Adult 449.5; Teen 74.5

Circulation - 6840

Door count - 4643

**DATABASES**

Novelist

Ancestry Library

Suggested change to the 2006 Calendar: Close on December 26, 2006. At the next Board meeting, Mrs. Temple will provide additional information about scholarships for student volunteers.

Citizens Participation: Eddy Beckelhymer will contact the L T Education Foundation for scholarship guidelines.

A discussion was held regarding a Scholarship Program for Teen volunteers, who are graduating seniors. This process would include an interview, letters of recommendation, number of hours of service, and completing an application form. Citizens Participation: Jean Dowdy asked how much is the scholarship value?

A discussion was held regarding the Library Calendar for 2007. Dan Pedersen made a motion to approve the 2007 calendar and Bob Johntz seconded the motion. The motion passed Citizens Participation: none.

A discussion was held regarding the Library Programming Committee. Carol Black, Helen Kott, Sharon Temple, and Jane Thomas have agreed to be members of the committee. Once the committee is in place, Susan Nyfeler (CTLS) will be invited to talk to the committee. Citizens Participation-none

A discussion was held regarding the Capital Fund-Raising Committee. Once we receive land, we need to raise funds to build and furnish the structure. Ginger Gober has agreed to co-chair this committee. Citizens Participation -none

Carol Black adjourned the meeting at 8:10 p.m. to go into Executive Session for two agenda items.

Agenda Item #1: At 8:17, 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 November 13, 2006 at 8:40 p.m.

Carol Black reconvened the Open meeting at 8:41 pm.

Dan Pedersen made a motion to approve the ARC/LTCLD Agreement; Mary Whitaker seconded the motion. The motion passed. Citizens Participation-none

Comments –Board Member Carol Black stated that Ginger Gober has collected census data to establish a population of 21,361, for the Texas State Library, and Carol has spoken with Peggy Rudd about Texas State Library assigned figure of 22,405.

Carol Black stated that no word has been received from the Texas State Library about the submission of our Records Retention Schedule. The presumption is that the submission is acceptable.

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

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

February 12, 2007 - 6:30 p.m. – Board Meeting – Lake Travis Community Library

President Carol Black stated that, there being no further business, the meeting was adjourned at 8:47 p.m.

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