

**MINUTES OF LAKE TRAVIS COMMUNITY LIBRARY DISTRICT
BOARD OF TRUSTEES
December 11, 2006**

At 6:31 p.m., President Carol Black called the forty-ninth 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. Members absent were: Mary Whitaker. Attendees were Sharon Temple, Eddy Beckelhymer, Jean Dowdy, and Marsha Bissett, and Gary Davis.

The Pledge of Allegiance to the Flag of the United States and the Flag of the State of Texas were recited. The first order of business was the approval of the November 13, 2006 minutes. Bob Johntz made a motion to approve the minutes; Dan Pedersen seconded the motion. The motion passed.

Bob Johntz presented the treasurer's report for the November 2006 - Operating Budget; and also handed out a letter from the auditor containing their recommendations concerning Outstanding Purchase Orders and Year-End Closeout. Dan Pedersen made a motion to approve the treasurer's report; Nancy Pencsak seconded the motion. CITIZENS PARTICIPATION – none.

The motion passed. Dan Pedersen was appointed an alternate check signer.

The Board agreed to take up, at this time, agenda item #8, the annual audit; in order to accommodate Mr. Davis. Bob Johntz discussed the annual audit. Auditor Gary Davis, of the West, Davis & Company, presented a draft of the audit results. Mr. Davis noted that the deposit for rent was an asset. Additionally, he praised the cooperation from library management on completing the audit. The final audit will be presented at the January Board Meeting. Mr. Davis spoke to the possibility of hiring a bookkeeper.

CITIZENS' PARTICIPATION – none.

CITIZENS' PARTICIPATION(on any topic not on the agenda) – none.

Dan Pedersen discussed the May 2007 election and asked that we consider the Election Order at the January Board Meeting. Dan Pedersen made a motion to approve the use of the 4 State of Texas Election Forms. Carol Black seconded the motion. CITIZENS' PARTICIPATION – none.

The motion passed.

Bob Johntz discussed The Treasury Direct Resolution. Dan Pedersen made a motion to approve the Resolution For Security Transactions. Carol Black seconded the motion. **CITIZENS' PARTICIPATION – none.**

The motion passed.

Sharon Temple presented the November Librarian's Report.

Administration:

Carol Black, Ginger Gober, and Sharon Temple met with Deborah Littrell, Director of Library Development, Texas State Library. Ms. Littrell will look into having Bee Cave's ETJ population figures removed from the LTCLD numbers. The description of the Lake Travis Community Library District only mentions the city of Bee Cave and needs to address the Bee Cave ETJ population numbers. LTCLD figure: 21,361. Texas State Library: 22,405.

Barbara Brewer and Lillian Martha are the two new Library Assistants working evening and weekend shifts. Carol Black and Sharon Temple attended a grants writing workshop sponsored by CTLS.

Donna Gunn is a professional grant writer who is a member of our library. She indicated that she is willing to look for grants that the library might be eligible to receive. Her company does not take upfront money. Their fee is included in any grant that they write.

Monthly Statistics	
New Patrons –	121
Renewals	31
Volunteers – adults –	367.5
Teens -	69
Door Count -	3576
TexShare -	23
ILL	21
Circulation	5725

Programming
 Computer class
 Santa pj storytime

Upcoming classes in January
 Using WORD
 Ancestry Library

Friends purchased Ancestry Library, DVD purchase IBM \$1000 memorial YA books plus kits
 CITIZENS PARTICIPATION: Eddy Beckelhymer asked about Computer classes to be offered by the library, beginning in January. Class dates and times will be posted at the library

Sharon Temple discussed The Scholarship Program for Teen volunteers who are graduating seniors. It is important that the District advertise the scholarship program as one to further the field of librarianship.

Requirements: Write a paragraph about the importance of libraries in the area today or a similar related theme. The scholarship will be given only to teen volunteers who will graduate in May 2007.

Dan Pedersen made a motion to approve the Scholarship Program for Teen volunteers who are graduating, May 2007 seniors, using the requirement of the written paragraph. Bob Johntz seconded the motion.

CITIZENS PARTICIPATION – none. The motion passed.

The Board will discuss the Library Programming Committee in January. (Committee will meet after Christmas) In September, the Board approved formation of the committee. Sharon Temple and Carol Black are working on compiling names. (Jane Thomas, Helen Kott, Sharon Temple, & Carol Black have agreed to serve) Once the committee is in place we will invite Suzan Nyfeler to talk to the committee. We can use the Wisconsin State web site that Dianne Koehler gave us as a resource. CITIZENS PARTICIPATION – none.

The recruitment of the Capital Fund-Raising Committee was discussed. Once we receive land, we will need to raise funds to build the structure and furnish it. Ginger Gober has agreed to co-chair the Fund-raising committee. One more capable person will be needed for this task. Each will bring unique talents and associations to this committee. CITIZENS PARTICIPATION – none.

Adjourned the meeting at 7:55 p.m. to go into Executive Session for one agenda item. The Executive Session was convened at 8:00 p.m.

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.

This closed session ended on Dec. 11, 2006 at 8:06 p.m.

.At 8:07 p.m., Carol Black reconvened the Board of Trustees of the Lake Travis Community Library District to take action on any executive session item if necessary. **CITIZENS PARTICIPATION**– none. No action taken.

Comments by Board Trustees:

Carol Black and Bob Johntz discussed holiday schedules for coordination of financial duties.

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 Jan. 8, 2006. Other meetings are scheduled at 6:30 p.m on Feb. 12, 2006, and at 6:30 p.m. on March 12, 2007.

There being no further business the meeting was adjourned at 8:11 p.m.

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