

**MINUTES OF LAKE TRAVIS COMMUNITY LIBRARY DISTRICT  
BOARD OF TRUSTEES  
January 08, 2007**

At 6: 31 p.m., President Carol Black called to order the fiftieth 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, Nancy Pencsak and Mary Whitaker. Attendees were Sharon Temple, 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 first order of business was the approval of the December 11, 2006 minutes. Bob Johntz made a motion to approve the minutes as corrected. Dan Pedersen seconded the motion. The motion passed.

Corrections were: "The Board agreed to take up, at this time, agenda item #8, out of sequence, the annual audit; in order to accommodate Mr. Gary Davis, auditor."

Bob Johntz presented the Treasurer's Report, which included the November and December reports. It was noted that the amount of the monthly rent payment had increased by \$400 to \$6222. This was due to increases in the Center's property taxes (\$300), and the Center's maintenance fees (\$100). The Center's insurance premiums have decreased. It was noted that Mr. Pedersen was still a signatory on the Prosperity Bank account.

Dan Pedersen made a motion to approve the treasurer's report, which included the corrected November Operating Budget. Mary Whitaker seconded the motion.

**CITIZENS PARTICIPATION:** Jean Dowdy asked whether vacancies in the shopping center affected the Library's share of Maintenance Fees. No, they do not. The motion passed.

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

Bob Johntz discussed the annual audit. Nancy Pencsak made a motion to approve the annual audit from West, Davis & Company. Dan Pedersen seconded the motion. Citizens' Participation: none. The motion passed.

Dan Pedersen discussed the May 2007 election and provided a list of key dates and schedules for the May election. The Election Order will be on next month's agenda. **CITIZENS' PARTICIPATION:** none.

A discussion was held on the need for the Position of Bookkeeper. Peachtree Accounting Software was discussed as well as Prosperity Bank's Bill Payment services; available for \$4.95 a month (20 checks). The use of a Bookkeeping Service was discussed (does not include bill payment); as well as the possibility of hiring a part-time bookkeeper. It was noted that the Westbank Community Library employs a part-time bookkeeper (4 days a week, 9am-12pm). **CITIZENS' PARTICIPATION:** Jean Dowdy commented on the Peachtree Accounting software. Eddy Beckelhymer commented on bill payment services and the use of software.

Sharon Temple presented the December Librarian's Report. Administration: Recommendation: Bad Weather Closings: Observe local school closings. There is a need for a machine-readable copy of the Bylaws. Carol Black will provide this. CTLS Spring Membership Meeting – January 26 @ Temple Texas 8:30

Monthly Statistics  
New Patrons – 69  
Renewals - 42  
Volunteers – adults – 326  
Teens - 41.5

Door Count - 3069  
TexShare - 13  
ILL - 12

Programming  
Santa pj storytime  
Spring storytime schedule has begun  
Jan. 21 Author Visit Lucy Lauer

Friends  
Lake Travis View presented a check for \$1000.00

	06-Dec	2005 DEC	2006 DEC	Nov.
New Patrons		11	69	121
Renewals		6	42	32
Circ		1825	5445	5725
Vol hrs adults		249	326	367.5
Vol hrs teens		26	41.5	69
TexShare		11	13	23
ILL		4	12	21
Door Count		120	3069	3576

**CITIZENS PARTICIPATION:** Jean Dowdy asked how does the Library publicize events. Notices are submitted to the Lake Travis View, the library website, and posted at the library.

The discussion of The Scholarship Program for Teen volunteers who are graduating seniors was postponed until the February Board meeting. **CITIZENS PARTICIPATION** none.

A discussion was held about the Library Programming Committee. A Committee meeting is scheduled for Friday. Jane Thomas, Helen Kott, Sharon Temple, & Carol Black have agreed to serve. Once the committee is in place, Suzan Nyfeler, of CTLS, will be invited to speak to the committee. The Wisconsin State Guidelines have been duplicated and given to Committee members. **CITIZENS' PARTICIPATION:** none.

The Capital Fund-Raising Committee was discussed. Once we acquire land, we need to raise funds to build and furnish the structure. Ginger Gober and Perry Smith have agreed to co-chair this committee; bringing two very capable persons to this effort. Each brings unique talents and associations to this committee. Fund raising information from CTLS Workshops and Beth Fox has been given to co-chairs. Citizens' Participation: none.

The Texas State Library and Archives Commission approved the Declaration of Compliance with the Records Scheduling Requirement of the Local Government Records Act on December 22, 2006. It was submitted the middle of October. **CITIZENS' PARTICIPATION:** none.

Carol Black adjourned the meeting at 8:34 p.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. **1.Search for library site.**

This closed session ended on Jan. 08, 2007 at 8:58 p.m.

At 8:59 p.m., Carol Black reconvened the Board of Trustees of the Lake Travis Community Library District. No action was taken. **CITIZENS' PARTICIPATION:** none.

Board Comments: Nancy Pencsak announced that Deborah Acevedo-Tamminga had brought Certificates of Appreciation, to Nancy Pencsak, and to the Lake Travis Community Library; that had been awarded on November 23, 2006, at the dedication of the new library for Drapers All-Age School, Drapers, Jamaica. Many of the books at the Drapers All-Age School library are ones that the LTCL donated from the Friends Book Sales.

A discussion was held regarding future meetings of the Board of Trustees for the Lake Travis Community Library District. The next meeting will occur on Feb. 12, 2007 at 6:30 p.m. Other meetings are scheduled for March 12, 2007 at 6:30 p.m., March 19, 2007 at 6:30 p.m., and April 09, 2007 at 6:30 p.m.

There being no further business, the meeting was adjourned at 9:05 p.m.

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