

**MINUTES OF LAKE TRAVIS COMMUNITY LIBRARY DISTRICT
BOARD OF TRUSTEES**

August 13, 2007

1. Call to order: At 6:30p.m., President Carol Black called the fifty-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, Sharon Rogers, Nancy Pencsak, and P.K. Chatterjee. Members absent were: Bob Johntz. Attendees were Sharon Temple, Jean Dowdy, P. A. Penley and Marilyn Stovall.

2. The Pledge of Allegiance to the Flag of the United States of America and the Flag of the State of Texas were recited.

3. Approve Minutes if last meeting:

The first order of business is the approval of July 9, 2007 minutes. Sharon Rogers made a motion to approve the minutes; P. K. Chatterjee seconded the motion. The motion passed unanimously.

4. CITIZENS PARTICIPATION: none.

5. Treasurer's Report: P.K. Chatterjee presented the Treasurer's Reports. There was a discussion on banking procedures; the treasurer will institute a computerized bill payment program on a trial basis. Mr. Chatterjee suggested that it would be prudent for the District to engage the services of additional banks as District assets grow. It was noted that the librarian has purchased Quick Books, a computer program to be used to help manage the District's accounting system. Sharon Rogers made a motion to approve the treasurer's reports. Nancy Pencsak seconded the motion. Citizens' Participation: none. The motion passed unanimously.

8. Discuss and/or take action on report from the Land Acquisition Committee:

P.A. Penley, chairman of the Land Acquisition Committee, reported that Mr. Haythem Dawlett, developer of the Tuscan Village, intends to deed one and three-quarter acres to the Library District. P. K. Chatterjee thanked Mr. Penley and Carol Black, for their efforts and Carol Black expressed thanks to Mr. Dawlett. Sharon Rogers made a motion to accept the Tuscan Village property when Mr. Haythem Dawlett makes this gift. P. K. Chatterjee seconded the motion. Citizens' Participation: none. The motion passed unanimously.

6. Discuss and/or approve the appointment of the District's Investment Officers:

Sharon Rogers made a motion to appoint P. K. Chatterjee as a District Investment Officer. Carol Black seconded the motion. Citizens Participation: none. The motion passed unanimously.

7. Librarian's Report: Mary Jo Finch has been hired as a library clerk, to work 1 & 3 weekends, plus several hours during the week; she starts September 1st. A second staff workstation, with a new monitor has been added. The services of Rick Davis, a local computer technician, have been obtained. The End of Year Award Party will be held at Lakeway City Park on August 21, from 10am to 12pm. Joe McDermott will entertain at 10am, award presentations at 11am. The Library's second Newsletter was sent to everyone who has given their e-mail address; included was a letter from the President of the Library Board. During July there were 166 new patrons, 78 renewals, 12,856 circulation transactions. The door count was 6,705. The collection now contains 23,506 items. The Fall 2007 Story Time program was distributed to Board Members. A 2008 calendar was proposed for approval at the September Board meeting. Citizens Participation: none.

9. Discuss and/or take action on Employee Benefits: Nancy Pencsak presented a medical benefits plan from Scott & White Health Plan and Insurance Company. P. K. Chatterjee will get more information from Scott and White.

Citizen's Participation: none.

10. Discuss and/or take action on Library's Employee Policy Manual: Carol Black presented a revision to the Personnel Policy Manual regarding Section 24 - Medical Insurance. Sharlene Collins, Board lawyer, was consulted on the wording of the new policy statement. The previous statement in Section 24, stated, "The District does not offer medical insurance coverage at this time." Sharon Rogers made a motion to change Section 24.

Citizens Participation/Public Hearing: Marilyn Stovall offered a grammatical correction to the policy.

Sharon Rogers withdrew the motion, stating that more information was needed.

11. Discuss and/or take action on Library's Long Range Planning Committee

Sharon Temple discussed the LRPC. Chair, Mary Whitaker and Sharon Temple plan to attend a technical long range planning session on the August 14th. Other members of the LRP committee are: Margaret McDermott, Rhonda Hostetler and P. K. Chatterjee. Mr. Chatterjee pointed out that the Library needs a 'broad vision' for what this library ought to be. Citizen Participation: none

12. Discuss and/or take action on appointments to take Election Classes, November 28-30, 2007: Sharon Rogers and Sue Gilman will attend the Election Classes Nov. 28-30, 2007. Citizens Participation: none.

President Carol Black adjourned the meeting at 8:26 p.m. to go into Executive Session for two agenda items.

Agenda Item #1: 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.

1. A discussion regarding the appointment, evaluation, reassignment and/or duties of an employee

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.

1. Search for library site.

The closed session ended on August 13, 2007 at 8:45 p.m.

At 8:46 p.m., the Board of Trustees of the Lake Travis Community Library District reconvened to take action on any executive session item if necessary.

Sharon Rogers made a motion to change Section 25 of the Personnel Policy Manual, to eliminate the provision on matching deferrals. P.K. Chatterjee seconded the motion. Citizens Participation/Public Hearing: none. The motion passed unanimously. This item will be revisited at the September meeting.

Comments by Board Trustees:

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 September 10, 2007. Another meeting is scheduled for October 8, 2007 at 6:30 p.m.

Since there was no further business, the meeting was adjourned at 8:50 p.m.

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