

**MINUTES OF LAKE TRAVIS COMMUNITY LIBRARY DISTRICT
BOARD OF TRUSTEES
September 10, 2007**

At 6:30 p.m., President Carol Black called the sixtieth 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, Nancy Pencsak, and P.K. Chatterjee. Members absent were Bob Johntz and Sharon Rogers. Attendees were Sharon Temple, Jean Dowdy, Ken Stovall, Marilyn Stovall and Helen Kott.

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 August 13, 2007 minutes. P. K. Chatterjee made a motion to approve the minutes as read. Carol Black seconded the motion. The motion passed unanimously.

4. Kenneth Stovall presented to the Friends of the Library, a Certificate of Appreciation from the Army National Guard Family Support Organization, recognizing the contribution of paperback books for the service personnel.

5. CITIZENS PARTICIPATION: Jean Dowdy asked how long had the Friends been donating books to the Support Organization. Donations have been made for about 2 years.

6. P.K. Chatterjee presented the Treasurer's Reports. The District's use of on-line banking services is being set up. Nancy Pencsak made a motion to approve the treasurer's report. Carol Black seconded the motion. CITIZENS PARTICIPATION: none. The motion passed unanimously.

7. P.K. Chatterjee discussed Resolution 2007-01 authorizing the opening of an account at Compass Bank. Nancy Pencsak made a motion to approve the resolution. P. K. Chatterjee seconded the motion. CITIZENS PARTICIPATION: none. The motion passed unanimously.

P.K. Chatterjee discussed Resolution 2007-02 authorizing the opening of an account at Washington Mutual Bank. Nancy Pencsak made a motion to approve the resolution. P. K. Chatterjee seconded the motion. CITIZENS PARTICIPATION: none. The motion passed unanimously.

P. K. Chatterjee discussed Resolution 2007-03 authorizing participation in TexPool. Nancy Pencsak made a motion to approve the resolution. P. K. Chatterjee seconded the motion. CITIZENS PARTICIPATION: none. The motion passed unanimously.

8. Sharon Temple presented the Librarian's Report for August. Handouts showed substantial increases in the door count, new patrons, and circulation figures. There were 1,024 participants in the Summer Reading Program, 102 Reading Logs were turned in. A PBS Reading Readiness Program will begin this fall. The program includes bookmarks, stickers and reading log charts. The Library has been invited to participate in The Greater Lakeway Residents Association Information Fair on September 29, 2007 from 9am to 1pm. Nancy Pencsak will continue to serve as Lay Representative to CTLS. Procedures are in place to accommodate Public Information Requests, and the Board will adopt a formal procedure at the October meeting. CITIZENS PARTICIPATION: none.

9. The Texas State Library and Archives Commission has announced that the Library will receive a 2008 Loan Star Libraries Grant Award of \$5,186.00. The Library must submit a Plan of Action, that is the Grant application, by October 31, 2007, in order to receive this grant. CITIZENS PARTICIPATION: Marilyn Stovall asked if Lone Star funds could be used for a reference area in the new library building. Yes.

10. There was no discussion or action on the Land Acquisition Committee.

11. There was no discussion or action taken on a revision to the Personnel Policy Manual regarding Section 24 -Medical Insurance. This item will be taken up at the October meeting.

Carol Black presented a revision to the Personnel Policy Manual regarding Section 25-Retirement Benefits. P. K. Chatterjee made a motion to remove the last paragraph of Section 25 concerning the District's matching employee's salary deferrals. Nancy Pencsak seconded the motion. CITIZEN'S PARTICIPATION/PUBLIC HEARING: none. The motion passed unanimously.

12. P.K. Chatterjee and Sharon Temple pointed out the need for more information about Employee Benefits; this item will be taken up at the October meeting.

13. Nancy Pencsak made a motion to approve the submitted calendar for 2008. P. K. Chatterjee seconded the motion.

CITIZENS PARTICIPATION: none. The motion passed unanimously.

14. Carol Black discussed the Statements of Qualification for Architects, and the interview process, and handed out a list of Architects who had contacted the District. CITIZENS PARTICIPATION: Marilyn Stovall expressed that the District would need a person to oversee the construction process.

15. Carol Black, P.K. Chatterjee and Sharon Temple discussed the recent visit by IRS agent Jo Ann Lacey. Ms Lacey had conducted an employment tax compliance check, which consisted of reviewing and reconciling documents for the tax period 2005. According to the appointment letter, "this compliance check does not qualify as an examination or inspection... or as an audit...".

CITIZENS PARTICIPATION: Jean Dowdy asked if Library employees have filled out IRS form I-9, concerning citizenship status. Employees have not completed I-9 forms.

There were no Executive Sessions.

Comments by Board Trustees: none.

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 October 8, 2007. Another meeting is scheduled for November 12, 2007 at 6:30 p.m.

Since there was no further business, the meeting was adjourned at 8:33 p.m.

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