

**MINUTES OF LAKE TRAVIS COMMUNITY LIBRARY DISTRICT
BOARD OF TRUSTEES
October 8, 2007**

At 6:30p.m., President Carol Black called to order the sixty-first 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, Sharon Rogers, Nancy Pencsak, Bob Johntz, and P.K. Chatterjee. Members absent were: none. Attendees were Sharon Temple, Jean Dowdy, Peter Hitt, and Joyce Botta.

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

3. The first order of business was the approval of September 10, 2007 minutes. Sharon Rogers made a motion to approve the minutes; Bob Johntz seconded the motion. CITIZENS PARTICIPATION: none. The motion passed unanimously. Corrections were: none.

5. CITIZENS PARTICIPATION (any topic not on the Agenda): none.

4. Haythem Dawlett of HSD-Lakeway Holdings, LTD was unable to attend this meeting. Mr. Dawlett will attend a called meeting, Monday October 22, 2007.

6. P. K. Chatterjee presented the Treasurer's reports. Sharon Rogers made a motion to approve the treasurer's report. Nancy Pencsak seconded the motion. CITIZENS PARTICIPATION: Joyce Botta complemented the Treasurer on a job well done. The motion passed unanimously.

7. Bob Johntz discussed the Letter of Engagement from West, Davis and Company concerning the annual audit. P. K. Chatterjee made a motion to approve sending the Letter of Engagement to West, Davis and Company. Sharon Rogers seconded the motion. CITIZENS PARTICIPATION: none. The motion passed unanimously. The annual audit will begin soon after October 10th and will be completed by November 30th. The audit will be presented to the Board at the December 10th meeting.

8. Bob Johntz and P. K. Chatterjee discussed the visit and correspondence from the IRS agent. The issues involved center around the issuing of IRS Form 1099 to service providers; the classification of "independent contractors" and "employees"; and obtaining IRS Form W-9 from service providers. The District is working to comply with the agent's suggestions. CITIZENS PARTICIPATION: none.

9. P.K. Chatterjee and Bob Johntz discussed the status of the District with the US Census Bureau. This concerns the Annual Survey of Government Finances, Special Agencies for the year 2004-2005. The US Census Bureau is satisfied with the report from the District. CITIZENS PARTICIPATION: none

10. Librarian's Report. The Lone Star Libraries Grant of \$5,186.00 will be used for databases, a subscription to a newsletter service, Ancestry Plus, and downloadable books.

Carol Black, Nancy Pencsak, and Sharon Temple attended the CTLS Fall Membership Meeting on September 28, 2007 in Caldwell, Texas.

There is a TLA District 3 meeting on October 19, 2007 at the Georgetown Public Library.

Sue Gilman will be attending an Election Law Seminar.

In September, there were 124 new patrons, 9762 circulation transactions, and a door count of 5278.

A presentation will be made to the Lakeway Civic Corporation requesting funds for a multimedia projector project.

There will be a Super Super Presentation on October 16th at 7:00pm.

Training sessions on Ancestry Library database are planned.

The October Newsletter was sent out by email.

11. There was no report from the Land Acquisition Committee.

12. Carol Black and Bob Johntz discussed the District's Personnel Manual, Section 24. Carol Black presented a revision to the Personnel Policy Manual regarding Section 24 -Medical Insurance. The section stated, "The District does not offer medical insurance coverage at this time." Sharon Rogers made a motion to change Section 24 of the Personnel Policy Manual to read: "The District wishes to offer medical benefits to all full-time employees. The District does not have a contract with a medical insurance agency. In lieu of using an agency, a full-time employee may choose to receive biweekly supplemental payments (not to exceed \$4500 a year) to be used for payment on a personal medical plan. On a quarterly basis, those employees must submit copies of personal medical plan payment slips to the Library Director verifying the use of those funds. As an employee may receive medical benefits through a spouse, a full-time employee may opt not to receive these benefits to be used to enroll in a medical plan. Carol Black seconded the motion. CITIZENS PARTICIPATION: Jean Dowdy commented that there might be tax liability to the employee.

The motion passed with 4 Aye votes and Bob Johntz voting Nay.

13. Sharon Temple discussed the District's Policy Manual Section VIII, Public access to library's records. Mrs. Temple presented an Open Records Policy and a Request For Information form that would comply with the Texas Public Information Act. Bob Johntz made a motion to accept this policy and the use of the request form. P. K. Chatterjee seconded the motion. CITIZENS PARTICIPATION: none. The motion passed unanimously.

14. Sharon Temple discussed the appointment of a Public Information Officer. Carol Black made a motion to appoint the Library Director as the District's Public Information Officer. Sharon Rogers seconded the motion. CITIZENS PARTICIPATION: none. The motion passed unanimously.

15. Long Range Planning Committee

P. K. Chatterjee discussed the recent actions of the Long Range Planning Committee. Members of this committee are: Mary Whitaker, Chairperson; P.K. Chatterjee, Rhonda Hostetler, Jennifer Patterson and Sharon Temple. The committee met on September 18th and is scheduled to meet next on October 23rd. CITIZENS PARTICIPATION: none.

16. Adjourn the meeting at 8:12p.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

There was no meeting 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.

This closed session ends on October 8, 2007 at 8:38p.m.

At 8:39p.m., The Board of Trustees of the Lake Travis Community Library District reconvened. There was no action taken on any executive session item. CITIZENS PARTICIPATION: none

Comments by Board Trustees:

1. Carol: Sue Gilman and Sharon Rogers will be attending ELECTION CLASSES Nov. 28-30, 2007
Linda Dunmyer Orrick will speak to the District at the November 12th meeting.

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 Nov. 12, 2007. Another meeting is scheduled for Dec. 10, 2007 at 6:30 p.m. Since there is no further business the meeting was adjourned at 8:40p.m.

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