

**MINUTES OF LAKE TRAVIS COMMUNITY LIBRARY DISTRICT  
BOARD OF TRUSTEES  
November 12, 2007**

At 6:30 p.m., President Carol Black called to order the sixty-third 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 Joyce Botta and Linda Orrick.

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 October 8, 2007 minutes. P. K. Chatterjee made a motion to approve the minutes as read. Sharon Rogers seconded the motion. Citizens Participation: none. The motion passed unanimously.

4.Citizens Participation: none.

5. Linda Dunmyer Orrick of the Texas Municipal League presented a review of the District's insurance coverage history with TML. The District's policy coverage is for a premise of 10,000 square feet. As the library's facilities are 3000 square feet, Ms Orrick will review that coverage. Workman's Compensation coverage for the Board members and for volunteers was discussed. Citizens Participation: none.

6. Bob Johntz presented the Treasurer's Reports for October. It was noted that Sales Tax Collections for November were \$43,3000, the second highest monthly receipt collected to date.

Sharon Rogers made a motion to approve the Operating Budget report. Carol Black seconded the motion. Citizens Participation: Joyce Botta asked what was the expenditure for TexShare. This expense is for the online databases provided by the state. The motion passed unanimously.

Sharon Rogers made a motion to approve the Reserve Budget and Capital Budget reports. P. K. Chatterjee seconded the motion. Citizens Participation: none. The motion passed unanimously.

7. Bob Johntz presented an update on the External Audit for 2006-2007. The completed audit will be presented within 180 days of the close of the District's fiscal Year. Citizen Participation: none.

8. Bob Johntz discussed Management's discussion and analysis of the explanation of the annual auditors' report for the 2006-2007 fiscal year. Some proposed additions to this analysis include mentioning the increase in budget amounts for Salaries; and for the increase in Collection Development funds due to meeting CTLS standards.

9. Bob Johntz discussed Legislative changes to the Public Finance Investment Act, requiring the presentation of the Investment Policy in a form acceptable to the investment entities holding District funds. Citizens Participation: none.

10. Bob Johntz presented a Resolution of Depository Agreement with Prosperity Bank. This Resolution is required because the District's funds at Prosperity Bank have recently exceeded the F.D.I.C. \$100,000 limit. Sharon Rogers made a motion to approve the resolution. P. K. Chatterjee seconded the motion. Citizens Participation: none. The motion passed unanimously.

11. Carol Black discussed the status of the Statements of Qualifications from architects.

The Statements of Qualifications were mailed to nineteen architects on October 24, 2007. Three mailings were returned because of incorrect mailing addresses. These were readdressed correctly and mailed. The due date for SoQs is November 12, 2007. During this week, the Library Programming Committee, Peter Hitt, and P.A. Penley will evaluate the submissions. On November 20, 2007, the Committee, Peter Hitt, and P.A. Penley will meet together to decide on 3 candidates to interview during the week of November 26-30, 2007. Sharon Rogers made a motion for the Board to approve the hiring of the candidate selected by this group consisting of Sharon Temple, Helen Kott, Jane Thomas, Carol Black, Peter Hitt, and P.A. Penley. P. K. Chatterjee seconded the motion. Citizens Participation: Joyce Botta asked how the Friend's Fund Raising Committee would work with the District's Fund Raising Committee. Communication and cooperation would be helpful. The motion passed unanimously.

12. Carol Black presented the Librarian's Report in the absence of Sharon Temple. The contract for the Loan Star Library Grant - \$5,186.00, has been signed and submitted to the state. There were 93 new members in October and 35 renewals. The door count was 5,557 and there were 10,674 circulation activities. The TexShare Participation Summary shows 20,826 as the District's official population. The Library Survey is on the website, and paper copies are available in the library. To date, there have been 175 responses online, almost 3.5 times as many as the total responses to the last survey.

13. Carol Black presented a Bulletin Board Policy to be approved by the Board. P. K. Chatterjee made a motion to approve the policy. Bob Johntz seconded the motion. Citizens Participation: none. The motion passed unanimously.

14. P.K. Chatterjee presented information on the progress of the Long Range Planning Committee. The committee plans to meet once a month and expects to have a plan to present by April 2008. Citizens Participation: none.

15. Carol Black adjourned the meeting at 8:30 p.m. to go into Executive Session for one agenda item.

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 Executive Session, as permitted under 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.

The closed session ended on November 12, 2007 at 8:55 p.m.

16. At 8:56 p.m., Carl Black reconvened the Board of Trustees of the Lake Travis Community Library District to take action on any executive session item if necessary. Carol Black made a motion to accept the resignation of Library Director Sharon Temple. Sharon Rogers seconded the motion. Citizens Participation: none. The motion passed unanimously.

Comments by Board Trustees:

1. Sharon Rogers will be attending an Election training class.

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 December 10, 2007. Another meeting is scheduled for January 14, 2008 at 6:30 p.m.

Since there was no further business the meeting was adjourned at 9:10 p.m.

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