

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

At 6:30 p.m., President Carol Black called to order the sixty-fourth 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, and Bob Johntz. Member absent was: P.K. Chatterjee. Attendees were Sharon Temple, Jean Dowdy, Haythem Dawlett, and Gary Davis.

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 November 12, 2007 minutes. Bob Johntz made a motion to approve the minutes as read; Sharon Rogers seconded the motion. Citizens Participation: none. The motion passed unanimously.

4. Citizens Participation (any topic not on the Agenda): none.

5. Carol Black made a special presentation to retiring librarian, Sharon Temple, who will resign effective Dec. 21st.

The meeting was recessed at 6:50 for a brief reception honoring Mrs. Temple.

At 7:05, President Carol Black called the meeting back to order.

6. Haythem Dawlett of HSD-Lakeway Holdings, LTD shared information and drawings of the Tuscan Villas project, showing the proposed site for the library. Formal drawings should be ready by the first of the year; after that, site plans and condominium plans will be submitted to the Lakeway City Council for their approval.

7. Bob Johntz presented the Treasurer's Reports for November. Sharon Rogers made a motion to approve the treasurer's reports. Nancy Pencsak seconded the motion. Citizens Participation: none. The motion passed unanimously. The Reserve Budget now holds \$80,000 and the Capital Budget \$424,222. It was brought to the Board's attention that, by August 05, 2008, a decision would need to be made concerning an extra year on the shopping center lease. Also Capital Area Management will no longer be the management firm for the shopping center.

8. Bob Johntz introduced Gary Davis, of the firm West, Davis and Company, who then presented the External Audit for 2006 - 2007. Sharon Rogers made a motion to approve the 2006-2007 audit conducted by Gary Davis of West, Davis and Company, Bob Johntz seconded the motion. Citizens Participation: none. The motion passed unanimously.

9. Sharon Rogers made a Report on the Election Officer's Training provided by the Texas Secretary of State. Travis County will be providing necessary forms for the May 2008 Election.

10. Carol Black gave an update on the Search for Architects. Ten firms submitted Statement of Qualifications. In addition to the list provided previously, Hidell Associates Architects was added. The Architect Selection Committee decided to interview five of the ten firms. Interviews were conducted on Friday, November 30th and on Monday, Dec. 3rd. The committee unanimously recommends pro-forma architecture of Dallas, Texas as the company to design the LTCLD library. Our chairman, Peter Hitt, checked references of the firm. Carol Black made a motion to retain pro-forma architecture of Dallas as the company to design the LTCLD library, pending contract negotiations. Nancy Pencsak seconded the motion. Citizens Participation: none. The motion passed unanimously.

11. Sharon Rogers discussed the status of the search for the LTCL Librarian. A job description has been written. The position has been advertised on the Texas Library Association's website and at the University of Texas campus. Citizens Participation: none.

12. Sharon Rogers discussed the status of the May 2008 Election. Travis County will run the May 2008 election.
Citizens Participation: none.

13. Sharon Temple discussed the District Gift Policy. Bob Johntz made a motion to approve the change to the District Gift Policy; Sharon Rogers seconded the motion. Citizens Participation: none. The motion passed unanimously.

14. Sharon Temple presented the Librarian's Report. The library's website now has e-books to download for patron's use on personal computers and on mp3 players. There are now 25,000 items in the library. Preliminary results from the patron survey indicate the desire for more fiction books, more DVDs and longer hours of operation. Citizens Participation: none.

President Carol Black recessed the meeting at 8:13p.m. At 8:16 the meeting was called back to order.

15. President Carol Black adjourned the meeting at 8:17 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.

This closed session ended on December 10, 2007 at 8:41 p.m.

16. At 8:42 p.m., Carol Black reconvened the Board of Trustees of the Lake Travis Community Library District to take action on any executive session item if necessary. Citizens Participation: none. No action was taken.

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 January 14, 2008. Another meeting is scheduled for February 11, 2008 at 6:30 p.m.

Since there was no further business the meeting was adjourned at 8:51 p.m.

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