

**MINUTES OF LAKE TRAVIS COMMUNITY LIBRARY DISTRICT
BOARD OF TRUSTEES
January 14, 2008**

At 6:30p.m., President Carol Black called to order the sixty-fifth 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. Attendees were Frank Black, Jean Dowdy, Sue Gilman, Peter Hitt, Helen Kott, and Robin Flory.

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 Dec. 10, 2007 minutes. Sharon Rogers made a motion to approve the minutes. Bob Johntz seconded the motion. Citizens Participation: none. The motion passed unanimously.

Citizens Participation: Helen Kott requested that caller ID be installed on the library's phones as requested by staff member Ann Holt at a Friends of the Library meeting.

Peter Hitt discussed the contract negotiations with Jeff Bulla, pro-forma architect. The AIA contract will be used instead of a letter contract. Citizens Participation: Frank Black asked why the District's lawyer advises using the AIA contract. Peter Hitt replied that the lawyer says the AIA contract provides more protections for the District.

Bob Johntz presented the Treasurer's Reports. The firm of West, Davis and Company has been paid for the audit and a final copy of the audit will be provided. The sales tax receipts for December were \$32,800 and for January were \$33,800. As the shopping center owner is not using a property management firm; the owner will be providing the District with a local contact, in case of problems. Sharon Rogers made a motion to approve the treasurer's reports as corrected. P. K. Chatterjee seconded the motion.

Citizens Participation: Sue Gilman pointed out corrections to the Operating Budget report. The motion passed unanimously.

Haythem Dawlett of HSD-Lakeway Holdings, LTD did not attend the meeting.

Sharon Rogers and Sue Gilman discussed the status of the May 10th, 2008 Election including the Letter to the Department of Justice which is due no later than February 25, 2008. There is the possibility of holding another meeting in January to approve this letter. Handouts, with key dates and deadlines for the election, were provided.

Citizens Participation: Helen Kott asked for the approximate cost to the District of holding an election. The estimate is \$20,000.

Carol Black adjourned the meeting at 7:53p.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 January 14, 2008 at 9:54p.m.

At 9:55p.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. No action was taken. Citizens Participation: none.

Librarian's Report: Carol Black provided a spreadsheet with library statistics for December. There were 62 new patrons, and 48 renewals. Circulation was 8,398 transactions and the door count was 4,336. The library was closed 4 days in December. There are now 25,336 items in the collection. Citizens Participation: none.

Sharon Rogers discussed the Personnel Policy Section 20-Holidays, and the 2008 Calendar. Carol Black made a motion to approve 11 holidays instead of the 9 presently given and to allow the staff as a group to vote on the two additional days out of these five: MLK Day, Presidents Day, Saturday before Easter, Easter Sunday, and the day after Christmas. All other days, the library will be open for business. P. K. Chatterjee seconded the motion. Citizens Participation: none. The motion passed unanimously.

Nancy Pencsak discussed the Library's InterLibrary Loan Policy

Nancy Pencsak made a motion to change the policy to limit patron's ILL requests to no more than 2 at one time, and to assess a \$3 charge on materials that have been requested but not picked up; and to reduce the fee charged for photocopies sent to other libraries to 10 cents. Sharon Rogers seconded the motion. Citizens Participation: none. The motion passed unanimously.

Sharon Rogers advised that the district continues to accept applications for the position of Library Director.
Citizens Participation: none.

P.K. Chatterjee reported that the Fund Raising Committee would meet January 23, 2008. Citizens Participation: none.

There was no report from the Programming Committee.

Carol Black presented the Library's Exit Interview Form Policy. Sharon Rogers made a motion to approve Exit Interview Form Policy for Personnel Manual. P. K. Chatterjee seconded the motion. Citizens Participation: none. The motion passed unanimously.

P.K. Chatterjee said there was no report from the Long Range Planning Committee.

There was not an Executive Session for one agenda item.

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 Feb. 11, 2008. Another meeting is scheduled for Mar. 10, 2008 at 6:30 p.m.

Since there was no further business the meeting was adjourned at 10:20 p.m.

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