

**MINUTES OF LAKE TRAVIS COMMUNITY LIBRARY DISTRICT
BOARD OF TRUSTEES
February 11, 2008**

At 6:30 p.m., President Carol Black called to order, the sixty-sixth 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 and P.K. Chatterjee. Attendees were Sharon Temple, Sue Gilman, Jean Dowdy, Helen Kott, Ginger Gober, Vickie Johnson and Monica Williams. 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 the January 14, 2008 minutes. Sharon Rogers made a motion to approve the minutes. Bob Johntz seconded the motion. The motion passed unanimously.

4. CITIZENS PARTICIPATION –any topic not on the agenda: none.

5. As part of the Pedernales Electric Co-op Light the Way program, Vickie Johnson and Monica Williams presented a check for \$1000 and a Certificate of Thanks to the Lake Travis Community Library. CITIZENS PARTICIPATION: none.

6. P. K. Chatterjee presented the January Treasurer's Reports. The sales tax receipts for February totaled \$42,245. Bob Johntz had previously made copies of the Annual Audit available to every board member. Copies of the Annual Audit are available to the public. Bob Johntz called the board's attention to the fact that 60 letters have been sent to vendors requesting IRS form W-9. The issues of a retirement plan for employees will need to be addressed at a future board meeting. Bob Johntz is gathering information on using PayPal as a donation mechanism for the library. Sharon Rogers made a motion to approve the treasurer's reports. Nancy Pencsak seconded the motion.

CITIZENS PARTICIPATION: Ginger Gober commented that PayPal charges a \$.30 per transaction fee, in addition to their percentage charge, on each transaction. Helen Kott noted that the Friends of the Library have a PayPal account on the library website, and perhaps there should not be two PayPal links, once Building Fund-raising begins. The motion passed unanimously.

7. P.K. Chatterjee gave a report concerning funding necessary for a library building. Handouts were provided outlining a projected cost of \$2-2.5 million.

CITIZENS PARTICIPATION: Helen Kott asked if the \$225 per square foot projected cost from proforma Architects was accurate. That is proforma's quote.

Ginger Gober asked if the parking lot and landscaping were going to be provided by Haythem Dawlett. Mr. Dawlett is not providing them.

12. Ginger Gober gave a report on the Fund Raising Committee. They have met and are anxiously awaiting schematic drawings, to incorporate in their presentations. Fund raising ideas include seeking grants, naming opportunities, and the sale of bricks and blocks.

CITIZEN'S PARTICIPATION: none.

8. Sharon Rogers and Sue Gilman discussed the status of the May 2008 Election including the Letter to the Department of Justice. Nancy Pencsak made a motion to order the election for May 10, 2008. Sharon Rogers seconded the motion.

CITIZEN'S PARTICIPATION: Helen Kott asked how much will an election cost. The estimate is \$11,000 - \$12,000. The District has set aside an election reserve of \$20,000. The motion passed unanimously.

A motion was made by P. K. Chatterjee to approve the Letter to the Department of Justice. Sharon Rogers seconded it.

CITIZEN'S PARTICIPATION: none. The motion passed unanimously.

9. Sharon Temple presented the Librarian's Report. The Library's Annual Report to the Texas State Library has been prepared and will be filed. Elizabeth Walden and Kathy Hirsch, library volunteers, are leading story times; and Sharon Rogers is going to Briarcliff for story time. Mrs. Temple had words of boundless praise for the library staff; who are doing an outstanding job in the absence of a full time library director. CITIZENS PARTICIPATION: Jean Dowdy asked how often are the Briarcliff story times. Sharon Rogers goes twice a month.

10. Helen Kott President of the Friends of the Lake Travis Community Library presented information on the library's current off-site storage facility. She pointed out that there is a need for a larger space, as there are large items that the library needs to store, and the donations for the Friends book sale continue to increase. This item will be placed on the agenda for the March 10, 2008 meeting. CITIZENS PARTICIPATION: none.

11. P.K. Chatterjee gave a report on the Long Range Planning Committee. The Committee will meet Tuesday, February 12, 2008. CITIZEN'S PARTICIPATION: none.

13. Carol Black discussed the contract negotiations with pro-forma architect, Jeff Bulla. The contract has been received from proforma, with changes. The legal expenses concerning the contract will be documented as a building expense in the Capital Budget.

CITIZEN'S PARTICIPATION: Helen Kott asked what is the time-frame for these contract negotiations. Negotiations will continue until we have a contract.

14. Carol Black discussed meeting with the staff on the Personnel Policy Section 20-Holidays; and the 2008 Calendar. As voted at the January meeting of the Board, the personnel were awarded eleven holidays. Thus, they had a decision to make as a body as to which days they wanted to have as holidays. Because they were scheduled to close on Martin Luther Day, they could not change the date. Thus, the 2008 holidays will be different from the 2009 holidays. Carol Black made a motion to approve the holidays for 2009 and other years. Nancy Pencsak seconded the motion.

CITIZENS' PARTICIPATION: none. Motion passed unanimously.

15. Carol Black discussed the Library's Circulation Policy – Borrowing, and made a motion to approve this policy. Sharon Rogers seconded the motion. CITIZENS' PARTICIPATION: none. The motion passed unanimously.

16. Bob Johntz discussed the procedure of appointing the Investment Officer and will get more information on whether there is a need for any change in the board's procedure. CITIZENS PARTICIPATION: none.

17. Sharon Rogers discussed the ongoing search for a Library Director. There have been several interviews and candidates are being recommended for board interviews.

CITIZENS PARTICIPATION: none.

18. President Carol Black adjourned the meeting at 8:54 p.m. to go into Executive Session for one 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.

This closed session ends on February 11, 2008 at 9:25 p.m.

At 9:26 p.m., the Board of Trustees of the Lake Travis Community Library District reconvened to take action on any executive session item if necessary.

P. K. Chatterjee made a motion to increase Earlene Loflin's salary by \$350 a month, in recognition of her value as Circulation Manager. Sharon Rogers seconded the motion. CITIZENS PARTICIPATION: none. The motion passed unanimously.

Nancy Pencsak made a motion to give each of the staff a \$100 bonus, in recognition of their outstanding performance in providing quality library service to our patrons, and their assistance to the Board. Sharon Rogers seconded the motion.

CITIZENS PARTICIPATION: none. The motion passed unanimously.

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 1:30 pm on February 22, 2008. A meeting is scheduled for March 10, 2008 at 6:30 p.m. and a meeting is scheduled for April 14, 2008 at 6:30 p.m.

Since there was no further business the meeting was adjourned at 9: 35 p.m.

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