

**MINUTES OF LAKE TRAVIS COMMUNITY LIBRARY DISTRICT
BOARD OF TRUSTEES
March 10, 2008**

At 6:30 p.m., President Carol Black called the sixty-ninth meeting of the Trustees of the Lake Travis Community Library District to order. The meeting was convened in the Lake Travis Community Library. Board Members present were Carol Black, Sharon Rogers, Nancy Pencsak, and Bob Johntz and PK Chatterjee. Attendees were Sarah Samson, Jean Dowdy, and Margaret McDermott.

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 February 23, 2008 minutes. Sharon Rogers made a motion to approve the minutes. Bob Johntz seconded the motion. The motion passed unanimously.

4. Carol Black introduced the new library director of the LTCL, Sarah Samson. She is a graduate of the MLIS program at the University of Texas-Austin. She has worked in many public libraries including Austin Public, Georgetown Public, and more recently Round Rock Public.

5. CITIZEN'S PARTICIPATION: on any topic not on the Agenda: none.

6. Sharon Rogers discussed the status of the May 2008 Election including the Drawing for a place on the ballot that took place at 6:00 p.m. today. Nancy Pencsak will be first on the ballot, Carol Black will be second on the ballot, and PK Chatterjee will be third on the ballot. It was noted that an additional board meeting must take place on March 17, 2008 if the election is to be canceled. CITIZEN'S PARTICIPATION: none.

7. Carol Black presented Librarian's Report, including statistics for the month of February, which included 9654 circulation transactions, a door count of 4884 and 70 new patrons. CITIZENS PARTICIPATION: none.

8. PK Chatterjee presented the Treasurer's Report. The February sales and use tax revenue was \$42,276.00. 3 Tex Pool accounts; Operating, Capital and Reserve will be established for investment purposes. Information was presented about Government Capital, an agency that focuses on public financing. Bob Johntz made a motion to approve the treasurer's report. Sharon Rogers seconded the motion. CITIZENS PARTICIPATION: none. The motion passed unanimously.

9. Bob Johntz discussed a PayPal Account using credit cards to accept donations for the library district. He stressed that the recipients of donations need to be clearly identified; whether it be the Friends of the Library, The District, or the Community Library. CITIZENS PARTICIPATION: none.

10. Bob Johntz presented Resolution 2008-01, appointing Investment Officers as prescribed in the Public Fund Investment Act; Government Code Chapter 2256. Nancy Pencsak made a motion to adopt this resolution. Sharon Rogers seconded the motion. CITIZENS PARTICIPATION: none. The motion passed unanimously.

11. At the February 11, 2008 meeting, a presentation was made by Helen Kott, President of the Friends of the Lake Travis Community Library. She requested that a larger off-site storage unit be rented by the LTCLD. Bob Johntz made a motion to approve a one year lease of larger off-site storage space, when such space becomes available. Nancy Pencsak seconded the motion. CITIZENS PARTICIPATION: none. The motion passed unanimously.

12. Bob Johntz discussed medical benefits for employees, noting that a Group Policy would be the most practical way to provide these benefits. Carol Black made a motion to offer medical benefits to full-time employees through a Group benefit plan. Nancy Pencsak seconded the motion. CITIZEN'S PARTICIPATION: none. The motion passed unanimously. It was noted that because the District is to enter into a medical benefit plan, Section 24 of the Personnel Manual must be on the agenda at the next meeting.

13. Bob Johntz discussed Deferred Compensation for employees. The LTCLD Personnel Manual states that a mandatory payroll deduction of deferred compensation be offered to full-time employees. Deferred compensation is optional for part-time employees. (p.7-8) It is possible that a Request for Proposal may be necessary from the institutions that could be the custodians of these accounts. No action was taken, as more information is needed. CITIZEN'S PARTICIPATION: none.

14. Guidelines concerning Independent Contractors will be presented as a resolution at the next Board meeting.

15. Bob Johntz presented Resolution 2008-02 regarding vendor reporting as required by the Internal Revenue Service Instructions for IRS Form 1099- Misc. Bob Johntz made a motion to approve the resolution. Sharon Rogers seconded the motion. CITIZEN'S PARTICIPATION: Sarah Samson asked if a vendor's Social Security Number would be satisfactory. Bob Johntz answered: Yes. The motion passed unanimously.

16. Bob Johntz discussed the Texas Municipal League's Errors and Omissions insurance for Volunteers. Bob Johntz made a motion to approve the Errors and Omissions insurance for volunteers, at an estimated annual premium of \$112. PK Chatterjee seconded the motion. CITIZEN'S PARTICIPATION: none. The motion passed unanimously.

17. Bob Johntz discussed the Lease Contract Options with the Library District's landlord, Provost Group, Inc. No action was taken on this item, as the option deadline is in August 2008. CITIZEN'S PARTICIPATION: none.

18. Carol Black discussed the procedure for membership in the Lake Travis Chamber of Commerce. Because the LTCLD would be a non-profit/governmental member, the annual fee would be \$75. The benefits besides networking, would be many website benefits including a link from their website to ours and free job postings. Carol Black made a motion for the district to join the Lake Travis Chamber of Commerce. Sharon Rogers seconded the motion. CITIZEN'S PARTICIPATION: none. The motion passed unanimously.

19. PK Chatterjee gave a report on the Long Range Planning Committee meeting that took place on March 4, 2008. It was noted that the Library's Long Range Plan; which runs through 2007; will be included in the Library's Annual Report, due in April, 2008. The new Long Range Plan will include a Mission Statement and a list of Goals and Objectives.

CITIZEN'S PARTICIPATION: none.

20. PK Chatterjee and Sharon Rogers gave a report on the Fund Raising Committee, which included a list of naming opportunities for donors. CITIZEN'S PARTICIPATION: none.

21. Carol Black discussed the contract negotiations with pro-forma architect, Jeff Bulla, which are nearing completion, pending actions by the Hurst Creek MUD. The library district has received a copy of pro-forma's Certificate of Liability Insurance from the architect. CITIZEN'S PARTICIPATION: Jean Dowdy asked what does the MUD have to do with the Tuscan Village project. Carol Black answered that there are steps the Hurst Creek MUD must take, on an early agreement, so that Water District 17 can provide utilities to the Tuscan Village project.

22. Sharon Rogers discussed the purchase of library furnishings. Carol Black provided numerous statements from the Programming Committee and speakers at a recent CTLS workshop on the advantages and disadvantages of purchasing and storing of library furnishings, before a new building is ready. CITIZEN'S PARTICIPATION: none.

Carol Black recessed the meeting at 8:37 p.m.

At 8:44 p.m., Carol Black reconvened the Board of Trustees of the Lake Travis Community Library District.

There was no Executive Session.

Comments by Board Trustees:

1. Carol Black wrote a thank-you letter to the Board President of PEC
2. Carol Black reported on the CTLS workshop held on March 6th

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 March 17, 2008. Another meeting is scheduled for April 14, 2008 at 6:30 p.m.

Since there was no further business the meeting was adjourned at 9:03 p.m.

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