

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

At 6:31 p.m., President Carol Black called to order the seventy-first 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 Sarah Samson, Jean Dowdy, and Helen Kott.

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 March 17, 2008 minutes. Bob Johntz made a motion to approve the minutes. PK Chatterjee seconded the motion. The motion passed unanimously.

CITIZENS PARTICIPATION on any topic not on the agenda: – None.

5. Carol Black discussed the status of the May 2008 Election including the need for candidates to fill in Campaign Finance Reports in a timely manner. CITIZEN'S PARTICIPATION: none.

6. Bob Johntz and PK Chatterjee presented the Treasurer's Report. The March Sales and Use Tax receipts were \$34,631. Sharon Rogers made a motion to approve the treasurer's report. Nancy Pencsak seconded the motion. CITIZENS PARTICIPATION: none. The motion passed unanimously.

7. P.K. Chatterjee gave a report on the Long Range Planning Committee meeting that took place on April 8, 2008. A handout was provided with space recommendations for the new library. CITIZEN'S PARTICIPATION: Helen Kott asked if there were any requests in the survey for a book sale room. PK Chatterjee replied there none.

8. Carol Black gave a report on the Programming Committee meeting that took place on April 9, 2008. At this meeting, two representatives from the Long Range Planning Committee made a presentation of data they had compiled. Another meeting is scheduled for April 22, 2008. CITIZEN'S PARTICIPATION: none.

9. Library Director's Report: There were 10,176 Circulation transactions, a door count of 4942, and new patrons totaled 73. There were 34 TexShare Cards issued and 38 InterLibrary Loan requests. The Summer Reading Program kick-off is Friday June 13th at 1 p.m., and the Finale will be Friday August 8th at 10 a.m. The library will have a booth at SpringFest, April 27th from 11 a.m. to 8 p.m. at Star Hill Ranch.

Library Director, Sarah Samson, attended the 12th biennial national conference of the Public Library Association (PLA), March 25–29, in Minneapolis. Plans are in place for Mrs. Samson to attend the Texas Library Association Conference in Dallas, Texas April 17-18. Mrs. Samson is also participating as a mentor in the Professional Education for Librarians in Small Communities (PELSC) Project at Texas Women's University School of Library and Information Studies. CITIZENS PARTICIPATION: none.

10. Sarah Samson discussed the Dear Reader subscription. The Friends of the Library have provided this subscription in the past and now it is included in the library budget. CITIZENS PARTICIPATION: none.

11. Bob Johntz discussed a PayPal Account using credit cards to accept donations for the library district. Mr. Johntz requested that Ginger Gober, Chair of the Fund Raising Committee, and Helen Kott discuss the issue of one or two PayPal accounts to be placed on the website
CITIZENS PARTICIPATION: Helen Kott said the PayPal Account would be discussed at the Friends next meeting, Thursday, April 17th.

12. At the February 11, 2008 Board meeting Helen Kott, the President of the Friends of the Lake Travis Community Library, made a presentation. She requested that larger off-site storage be rented by the LTCLD. After investigation by Bob Johntz, it was determined that a larger unit may be available at the end of April. The preference is for an additional 75 square foot unit, as a practical matter, so that heavy shelving will not have to be moved from the present unit. CITIZENS PARTICIPATION: none.

13. Bob Johntz discussed medical benefits for employees. A medical benefit plan with Scott & White Health Plan Small Group Plan has been obtained for full-time employees effective April 01, 2008. CITIZEN'S PARTICIPATION: none.

14. 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). Thomas Dove of Nationwide has met with Bob Johntz and provided information about an IRS Plan 457, with an initial start up cost of \$1000 and \$500 annually thereafter. The City of Lakeway provides city employees with a Plan 457 administered by ICMARC. Bob Johntz, Sarah Samson and Nancy Pencsak will continue to investigate deferred compensation plans. CITIZEN'S PARTICIPATION: none.

15. Carol Black discussed the land donation in Tuscan Village. The Hurst Creek MUD has given their approval of the Tuscan Village project. An appraisal of the land donation is being obtained and Mr. Dawlett will work on a contract to transfer the land to the Library District. CITIZEN'S PARTICIPATION: none.

16. Carol Black discussed the need to retain different legal council in matters pertaining to the donation of land in Tuscan Village. PK Chatterjee made a motion to hire Mr. Tom Buckle as our legal council in matters pertaining to the donation of land in Tuscan Village. Nancy Pencsak seconded the motion. CITIZEN'S PARTICIPATION: none. The motion passed unanimously.

17. Sharon Rogers discussed the need to change the meeting times of the District Board. PK Chatterjee made a motion to change the time of the next meeting, Monday, May 12th, to 8am. Sharon Rogers seconded the motion. CITIZEN'S PARTICIPATION: none. The motion passed unanimously.

18. P.K. Chatterjee and Sharon Rogers gave a report on the Fund Raising Committee. A draft of a Letter of Intent for donors was provided. Sharon Rogers will attend the next Friends meeting to discuss Grant opportunities for 501(c)3 organizations. CITIZEN'S PARTICIPATION: Sarah Samson requested that information for the new building be provided to encourage contributions. That will be provided by the architect.

19. Carol Black discussed the contract negotiations with pro-forma architect, Jeff Bulla. Once the land donation has been completed, the architect's contract will go forward so he may start the process of preparing schematic drawings. CITIZEN'S PARTICIPATION: none.

20. The meeting was not adjourned for Executive Sessions.

Comments by Board Trustees:

1. Carol Black will not attend the May meeting. Vice President Sharon Rogers will conduct the meeting.

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 8:00 a.m. on May 12, 2008. Another meeting is scheduled for June 9, 2008 at 6:30 p.m.

Since there was no further business the meeting was adjourned at 9:13 p.m.

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