

MINUTES OF LAKE TRAVIS COMMUNITY LIBRARY DISTRICT
BOARD OF TRUSTEES
May 12, 2008

At 8:a.m., Vice President Sharon Rogers called to order the seventy-second 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 Sharon Rogers, Nancy Pencsak, and Bob Johntz and PK Chatterjee. Board Member absent was Carol Black Attendees were Sarah Samson, Jean Dowdy, Margaret McDermott, Peter Hitt, and Sue Gilman.

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 newly elected Board Trustees, PK Chatterjee and Nancy Pencsak, signed sworn statements ("Statement of Elected/Appointed Officer"). Carol Black will sign at a later date. These statements will be stored in the district's safe deposit box.

4. The Oath of Office was administered to PK Chatterjee and Nancy Pencsak by Sue Gilman, Notary Public for the State of Texas. The newly elected trustees will each serve two-year terms.

Sharon Rogers thanked Sue Gilman for her participation in the election process.

5. Nancy Pencsak made a motion proposing a slate of officers for the LTCLD Board of Trustees for the coming year. They are:

President: Carol M. Black

Vice-President: Sharon Rogers

Secretary: Nancy Pencsak

Treasurer: Bob Johntz

Asst. Treasurer: PK Chatterjee

PK Chatterjee seconded the motion. Citizens Participation: none. The motion passed unanimously.

10. (taken out of order) Peter Hitt presented a report from the Programming Committee. Mr. Hitt has not been able to meet with Haythem Dawlett to resolve the question of whether the size of the Library 'footprint,' shall be 10,00 square feet or 15,000 square feet. Citizens Participation: Margaret McDermott asked if anyone knew of Mr. Dawlett's plans.

11. (taken out of order) Peter Hitt provided the permit application form, from the City of Lakeway, for the "Future Site of Library" type sign to be placed on the land donation in Tuscan Village. Citizens Participation: none.

6. PK Chatterjee made a motion to approve the April 14, 2008 minutes. Sharon Rogers seconded the motion. The motion passed unanimously.

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

8. Bob Johntz presented the Treasurer's Report. Sales tax receipts for the month of May were \$41,907. Nancy Pencsak made a motion to approve the treasurer's report. PK Chatterjee seconded the motion.

Citizens Participation: none. The motion passed unanimously Nancy Pencsak made a motion to Authorize the opening of accounts within the Investment Policy of the Board at financial institutions as deemed necessary by either the Treasurer or the Assistant Treasurer with Carol Black, President, Bob Johntz, Treasurer, and P. K. Chatterjee, Assistant Treasurer as signatories. PK Chatterjee seconded the motion. Citizens Participation: none. The motion passed unanimously.

9. There was no report from the Fund Raising Committee; they will next meet on May 20, 2008.

12. P.K. Chatterjee gave a report from the Long Range Planning Committee. Sarah Samson has identified objectives in services areas. The committee is within 30 to 60 days of finalizing the plan. Citizens Participation: none.

13. Library

13. Library Director's Report: see last 2 pages of minutes.

14. PK Chatterjee discussed Fees for Out of District Patrons. There are 300 out of district patrons.

Citizens Participation: Sarah Samson suggested that charging fees during a capital campaign would be bad PR. Jean Dowdy pointed out the good will generated by a no fee policy and suggested that patrons might go to another library, where there were no fees.

15. Bob Johntz discussed possible Annexation of a portion of LTCL District by another governmental body. The Austin Fire Department is putting together a countywide map of jurisdictions. The Village of Bee Cave has annexed a parcel of land on Highway 71. There was also discussion about a parcel of land along Highway 620 in the Bee Cave ETJ. Citizens Participation: none.

16. Bob Johntz discussed a PayPal Account and credit card acceptance. No action was taken.

Citizens Participation: none.

17. Bob Johntz presented an update on the rental of off-site storage space. Unit #443, 75 square feet, has been rented. Citizens Participation: none.

18. Bob Johntz discussed Deferred Compensation for employees. The LTCLD Personnel Manual Section 25, 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) Bob Johntz, Sarah Samson, and Nancy Pencsak met and recommend that a 457 Plan, administered by Nationwide Insurance, be offered to full and part-time employees, after 90 days of employment. There will be no matching contributions by the

District at this time. The District Board will pick 20 Mutual Funds, from a list of 1000 Funds provided by Nationwide. The \$1000 start-up fee and \$500 yearly maintenance expense will be the District's responsibility. Any further management by Nationwide will be at the employee's expense. Plan 457 payroll deductions do not impact an employee's Social Security or Medicare deductions.

Bob Johntz made a motion directing Bob Johntz to sign a 457 Deferred Compensation agreement with Nationwide Insurance and its third party administrator. Nancy Pencsak seconded the motion. Citizens participation: none.

The motion passed unanimously.

19. There was no action taken concerning the land donation in Tuscan Village. Citizens Participation: none.

20. There was no action taken concerning the contract negotiations with pro-forma architect, Jeff Bulla.

Citizens Participation: none.

21. There were no Executive Sessions.

23. Comments by Board Trustees:

24. 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 5:00 p.m., June 9, 2008. A meeting is scheduled for July 14, 2008 at 6:30 p.m.

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

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