

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

At 6:30 p.m., President Carol Black called to order the seventy-fourth 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. Absent Board Member was PK Chatterjee. Attendees were Sarah Samson, Jean Dowdy, Joyce Botta and Ginger Gober.

The Pledge of Allegiance to the Flag of the United States of America and the Flag of the State of Texas were recited.

It must be noted that we have not been having Citizens participation in the right order. If you read the bottom of the agenda, we should have it before the board discusses a topic, not after and before a vote. We will correct that mistake tonight and in the future.

Additionally, Library Director, Sarah Samson has asked to sit at the table with the Board. This will now take place monthly in regular session.

Nancy Pencsak, Board Secretary, asked for the approval of the June 9, 2008 minutes. Sharon Rogers made a motion to approve the minutes. Bob Johntz seconded the motion. The motion passed unanimously.

4. CITIZENS PARTICIPATION –Pertaining to anything not on the agenda. None.

5. Recognition of Briarcliff Alderman, Jean Dowdy. In May, Jean Dowdy was elected to the Briarcliff Board of Aldermen. Additionally, on July 4, 2008, both she and her late husband were honored with the naming of a pavilion in the Briarcliff Park. We are certainly happy to know this fine woman.

6. CITIZENS PARTICIPATION: None.

SARAH SAMSON: None.

Bob Johntz – Treasurer’s Report on the Operating Budget. Sales tax receipts for June were \$39,751.00, for July, approximately \$39,000. Sharon Rogers made a motion to approve the treasurer’s report. Nancy Pencsak seconded the motion. The motion passed unanimously

7. CITIZENS PARTICIPATION: Ginger Gober asked for a line item, of \$10,000 for Fund Raising, in the 2008-2009 Budget

SARAH SAMSON:None.

Bob Johntz presented the draft of the 2008-2009 budget. A discussion followed.

This will not be voted on until the August meeting.

8. CITIZENS PARTICIPATION: None

SARAH SAMSON: None.

A letter has been received in response to the letter sent to our landlord. He has agreed to the extension, our lease now goes through January 2010.

9. CITIZENS PARTICIPATION: None.

SARAH SAMSON: None

There was no additional information on the Library District Boundaries.

10. CITIZEN’S PARTICIPATION: None

SARAH SAMSON: None.

Sharon Rogers gave a report on the Fund Raising Committee. The Committee will visit the City of Austin's Long Center and meet with Mr. Red Reed. Carol Black stated that the Fund Raising Committee has been waiting for the negotiations to begin on the transfer of land to the LTCLD. These negotiations may begin shortly.

11. CITIZEN'S PARTICIPATION: Joyce Botta asked about ILL expenses. This is mostly postage for returning InterLibrary Loan books.

Library Director's Report: see attached.

12. CITIZEN'S PARTICIPATION: Both Joyce Botta and Ginger Gober would like for patrons to receive emails from the library.

SARAH SAMSON: In filling out their application, patrons give their email address, and thereby agree to receive emails from the library.

13. CITIZEN'S PARTICIPATION: None.

SARAH SAMSON: None.

There was nothing recent on the Programming Committee.

14. CITIZEN'S PARTICIPATION: None.

SARAH SAMSON: None.

There was nothing recent on the Long Range Planning Committee.

15. CITIZEN'S PARTICIPATION: None.

SARAH SAMSON: None.

There was nothing recent on the Deferred Compensation for employees.

16. CITIZEN'S PARTICIPATION: None.

SARAH SAMSON: None

Carol Black discussed the land donation in Tuscan Village. At the July 2nd meeting of the City of Lakeway's Zoning and Planning Commission, Mr. Haythem Dawlett received approval to include in the Planned Unit Development (PUD) his property across the street. He intends to place the apartments previously planned for the original site in this new area across the street.

On July 7, 2008, Carol Black met the Stokes Sign Company representative and watched as the "Future Home of Lake Travis Community Library" sign was installed on the Tuscan Village Property. A picture was taken of the truck and sign. On the next day, July 8, 2008, a crowd of over 36 people attended the Sign Installation Ceremony. Both Haythem Dawlett and Julianne Autry were honored as donors to the new library building. Charlotte Winnakter and Frank Black took pictures of the ceremony. Sarah Samson placed one of these pictures with a statement on our web site. Charles McClure, editor of the Lake Travis View, has promised us a front-page article in the next issue.

17. CITIZENS PARTICIPATION: None.

SARAH SAMSON: None.

Carol Black said that the negotiations with pro-forma architect, Jeff Bulla, are still on hold.

18. CITIZEN'S PARTICIPATION: None.

SARAH SAMSON: None.

Carol Black presented the revision to the Bylaws Article III, Section 6 that contained the changes suggested by P.K. Chatterjee at the last meeting. Sharon Rogers made a motion to approve the change to the Bylaws. Nancy Pencsak seconded the motion. The motion passed unanimously.

**ARTICLE III BOARD OF TRUSTEES was amended to read:**

**SECTION 6 – Officers**

Officers shall be elected and take office at the first regular meeting after new Board members have been appointed and sworn in.

These officers shall be President/Record Management Officer, Vice President, Treasurer, Secretary/Parliamentarian, Coordinator of Library Operations & Human Relations, and Friends of the Library Liaison.

**ARTICLE III BOARD OF TRUSTEES previously read:**

**SECTION 6 – Officers**

Officers shall be elected and take office at the first regular meeting after new Board members have been appointed and sworn in. These officers shall be President, Vice-President, Treasurer, Secretary/Record Management Officer, Assistant Treasurer/Parliamentarian and Friends of the Library Liaison.

**ARTICLE III BOARD OF TRUSTEES was amended to read:**

**SECTION 6 – Officers**

a. President – who shall be the chief executive officer of the District and, in general, will supervise and control all of the business and officers of the District.

Specifically, the President shall:

1. Preside over Board meetings, both scheduled and special, and be the chief executive officer of the District.
2. Establish the agenda and provide supplemental material for board meetings, and include agenda items requested by any Board Member.
3. Serve as spokesperson for the Board in dealings with library staff, the residents of the District and other persons or entities.
4. Represent the Board at public functions and be the library's chief liaison with the community.
5. Assign tasks relating to Board functions to Board members and monitor the progress of assigned tasks through reports by Board members.
6. Sign, with the Secretary or another proper officer of the District approved by the Board, any deeds, mortgages, bonds, contracts, or other instruments that the Board has authorized to be executed, except in cases in which the signing and execution of documents is delegated by trustee resolution, these bylaws, or by applicable statute or regulation to some other officer or agent of the District.
7. Serve as liaison with District's lawyers and architects.
8. Serve as member of the Space Planning Committee
9. Decide on all issues referred by the Library Director,
10. Maintain the Library's Policy and Procedures Manuals, and
11. Have such authority and perform such other duties as may be prescribed from time to time by the Board.

b. Vice President -- who shall assist the President in directing the affairs, and, in the absence or unavailability of the President, assume the duties of President and perform such other duties as may be assigned by the President or by the Board.

Specifically, the Vice President shall:

1. Be a member of the Fundraising Committee;
2. Organize grants for the library;

c. Secretary - who shall:

1. Serve as President in the absence of both the President and Vice President;
2. Act as Secretary at all Board meetings, keep and publish Board meeting agenda and minutes;
3. Sign the approved minutes and file in Record Book;
4. Ensure that all records and books of the District are properly kept;
5. Compile the agenda for President's approval and posting;
6. Serve as Parliamentarian for the Board deciding on all issues of procedure and protocol; and
7. Perform such other duties as may be assigned by the President or by the Board.

- d. Coordinator of Library Operations and Human Relations – who shall:
1. Advise on all human relations, operational and tax issues;
  2. Be the chief liaison with the landlord, operational and human relations vendors, and the auditor.
  3. Serve as a member of the Building Committee;
  4. Perform such other duties as may be assigned by the President or by the Board.

- e. Treasurer - who shall:
1. Maintain all financial records of income and expense;
  2. Conduct all District financial business with banks and other financial institutions;
  3. Be responsible for the accurate payment of all bills and expenditures approved by the Board.
  4. Responsible for proposing budgets and controlling expenses within budgeted limits;
  5. Provide a report of the District's financial status at each regular Board meeting;
  6. Serve as investment officer;
  7. Serve as member of the Services Planning Committee: and
  8. Perform such other duties as may be assigned by the President or by the Board.

- f. Friends of the Library Liaison – who shall be appointed by a majority vote of the Board.

### **ARTICLE III BOARD OF TRUSTEES previously read:**

#### **SECTION 6 - Officers**

- a. President -- who shall be the chief executive officer of the District and, in general, will supervise and control all of the business and officers of the District.

Specifically, the President shall:

1. Preside over board meetings, both scheduled and special, and be the chief executive officer of the District;
2. Establish the agenda and provide supplemental material for board meetings, and include agenda items requested by any Board Member;
3. Serve as spokesperson for the Board in dealings with library staff, the residents of the District and other persons or entities;
4. Represent the Board at public functions;
5. Assign tasks relating to Board functions to Board members and monitor the progress of assigned tasks through reports by board members;
6. Sign, with the Secretary or another proper officer of the District approved by the Board, any deeds, mortgages, bonds, contracts, or other instruments that the Board has authorized to be executed, except in cases in which the signing and execution of documents is delegated by trustee resolution, these bylaws, or by applicable statute or regulation to some other officer or agent of the District; and,
7. Have such other authority and perform such other duties as may be prescribed from time to time by the Board.

- b. Vice President -- who shall assist the President in directing the affairs, and, in the absence or unavailability of the President, assume the duties of President and perform such other duties as may be assigned by the President or by the Board.

c. Secretary - who shall:

1. Serve as President in the absence of both the President and Vice President;
2. Be responsible for the accuracy of the minutes of the Board meeting and bring any correction to the attention of the Board at its next meeting;
3. Sign the approved minutes and file in Record Book;
4. Ensure that all records and books of the District are properly kept;
5. Compile the agenda for President's approval and posting;
6. Perform such other duties as may be assigned by the President or by the Board.

d. Treasurer - who shall:

1. Maintain all financial records of income and expense;
2. Conduct all District financial business with banks and other financial institutions;
3. Pay all bills and expenditures approved by the Board;
4. Provide a report of the District's financial status at each regular Board meeting; and,
5. Serve as investment officer.

e. Assistant Treasurer/Parliamentarian - who shall assure that the Board adheres to Robert's Rules of Order, most recent edition in conducting meetings, and assist the treasurer as needed, and, in the absence or unavailability of the Treasurer, assume the duties of Treasurer.

f. Friends of the Library Liaison - who shall be appointed by a majority vote of the Board

19. CITIZENS PARTICIPATION: None.

SARAH SAMSON: None.

The Board officers discussed scheduling a Board Workshop, not at this time, but possibly in the near future.

20. Carol Black adjourned the meeting at 8:12 p.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 July 14, 2008 at 9:27 p.m.

At 9:27 p.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.

CITIZENS PARTICIPATION: None. No action was taken.

Comments by Board Trustees: Nancy Pencsak said that the LTCLD Lay Representative to the Central Texas Library System will be Nancy Pencsak, and the Alternate Lay Representative will be Carol Black.

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 August 11, 2008. Another meeting is scheduled for September 8, 2008 at 6:30 p.m.

Since there was no further business the meeting was adjourned at 9:32 p.m.

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