

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

At 6: 30 p.m., President Carol Black called to order the seventy-fifth 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 PK Chatterjee. Board member absent was Bob Johntz. 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.

3. Nancy Pencsak, Board Secretary, asked for the approval of July 14, 2008 minutes. PK Chatterjee made a motion to approve the minutes. Sharon Rogers seconded the motion. The motion passed unanimously.

4. CITIZENS PARTICIPATION – On any topic not on the agenda. None.

5. P.K. Chatterjee Presented the Treasurer’s Report. July sales tax receipts were \$39,731. August sales tax receipts are over \$50,000. Nancy Pencsak made a motion to approve the treasurer’s report. Sharon Rogers seconded the motion. The motion passed unanimously.

CITIZENS PARTICIPATION: None.

SARAH SAMSON: None.

6. P. K. Chatterjee presented the draft of the 2008-2009 budget. Discussion followed. Action will be taken at the September meeting.

CITIZEN’S PARTICIPATION: None.

SARAH SAMSON: None.

7. Sharon Rogers gave a report on the Fund Raising Committee. Bricks will be sold and there will be applications for Grants with Friends of the Library participation.

CITIZEN’S PARTICIPATION: None.

8. Library Director’s Report: see attached

CITIZEN’S PARTICIPATION: None.

SARAH SAMSON: None.

9. Donations to the Capital Campaign/New Building Fund were discussed. It was noted that Mrs. Joyce Champeny would donate \$50,000 to the new library. There was a discussion on the manner of recording Donations to the Building Fund. Donations of \$100 or less will receive a thank you note; donations of more than \$100 will receive a letter; each document will contain information for tax purposes. The need for a floor safe was discussed.

CITIZEN’S PARTICIPATION: None.

SARAH SAMSON: none

10. The Financial Controls Policy revised on May 22, 2006 will be reviewed at the September 8th meeting.

CITIZEN’S PARTICIPATION: None.

SARAH SAMSON: None

11. Because the library district is expending state funds, it is the law that we keep inventory records of capital items. Additionally, because of theft, police officers will ask for information regarding stolen items. It is important that the district list the Brand name of the equipment/furniture, cost, model #, serial #, vendor, address of vendor, invoice number of vendor, and date acquired. To assist in yearly inventories, it would be helpful to have a bar code attached to the equipment/furniture to scan.

CITIZEN’S PARTICIPATION: None.

SARAH SAMSON: None

12. There is nothing recent on the Programming Committee, as they have not met.

CITIZEN'S PARTICIPATION: None.

SARAH SAMSON

13. Sarah Samson discussed the Long Range Plan prepared by the Long Range Planning Committee. Sharon Rogers made a motion to approve the Long Range Plan. PK Chatterjee seconded the motion. The motion passed unanimously. A Services Planning Committee will be formed to oversee and monitor the implementation of the Plan.

CITIZEN'S PARTICIPATION: None.

SARAH SAMSON: None.

14. Carol Black discussed the land donation in Tuscan Village. Mr. Hawthem Dawlett is responding to comments made by the City of Lakeway on his Tuscan Village plan.

CITIZENS PARTICIPATION: None.

SARAH SAMSON: None.

15. Carol: The negotiations with pro-forma architect, Jeff Bulla, are still on hold.

CITIZEN'S PARTICIPATION: None.

SARAH SAMSON: None.

16. Carol Black discussed the printing and mailing of birthday cards to volunteers who are Friends of the Library. A partial August mailing has already taken place.

CITIZENS PARTICIPATION: None.

SARAH SAMSON: None

17. The Board discussed the formation of a Building Committee.

CITIZENS PARTICIPATION: None

SARAH SAMSON: None

18. The Board officers concluded there is no need for a Board Workshop at this time.

19. President Carol Black adjourned the meeting at 8:05 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 August 11, 2008 at 9:22 p.m.

At 9:23 President Carol Black reconvened the Board of Trustees of the Lake Travis Community Library District to take action on any executive session item if necessary. No action was taken.

CITIZENS PARTICIPATION

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 7:00 pm on August 18, 2008. Another meeting is scheduled for September 08, 2008 at 7:00 a. m.

Since there was no further business the meeting was adjourned at 9:26 p.m.

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