

MINUTES OF LAKE TRAVIS COMMUNITY LIBRARY DISTRICT
BOARD OF TRUSTEES
January 12, 2009

At 6:00 p.m., President Carol Black called to order the eighty-third 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, Bob Johntz and PK Chatterjee. Attendees were Joyce Botta, Jean Dowdy, 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.

Nancy Pencsak, Board Secretary, asked for approval of December 8, 2008 minutes. PK Chatterjee made a motion to approve the minutes as read. Bob Johntz seconded the motion. The motion passed unanimously. Nancy Pencsak, Board Secretary, asked for approval of December 19, 2008 minutes. Bob Johntz made a motion to approve the minutes as read. Sharon Rogers seconded the motion. The motion passed unanimously.

CITIZEN PARTICIPATION –any item not on the agenda: None.

CITIZEN PARTICIPATION: None

7. (Taken out of order) The Dept. of Justice letter was presented. PK Chatterjee made a motion to approve the sending of the Department of Justice letter. Sharon Rogers seconded the motion. The motion passed unanimously.

6. Next, the Order of Election was read. The Notice of Election is included in the Order of Election. Bob Johntz made a motion to approve the Order of Election. PK Chatterjee seconded the motion. The motion passed unanimously.

8. Lastly, the joint agreement with Travis County to hold an election was read. The Library District has a joint agreement with Travis County, which runs to July 1, 2011, with the option to renew the agreement for 2 additional 3-year periods.

Sue Gilman discussed election matters regarding the May 9, 2009 Board of Trustees election.

CITIZEN PARTICIPATION: Joyce Botta shared that the Friends of the Library are available for extra duties, as the library is currently understaffed. The Board thanks the Friends for their offer of help.

9. The Library Director's Report was given by Ms. Sue Gilman. It was clarified that donations to the library, of \$25 or more, that are undesignated, are to be placed in the Building Fund.

CITIZEN PARTICIPATION: None.

5. (Taken out of order) PK Chatterjee presented the Treasurer's Report. Sales tax revenue for December was \$34,354.00; this is \$2000 less than November's revenue. Sharon Rogers made a motion to approve the treasurer's report. Bob Johntz seconded the motion. The motion passed unanimously.

CITIZEN PARTICIPATION: None.

10. Carol Black stated that Mrs. Sharon Temple has been hired at an hourly wage to compile the Library's Annual Report to the Texas State Library due in April 2009.

CITIZEN PARTICIPATION: None.

11. Carol Black stated that she had contacted Pat Touhy with the CTLS and Ms Touhy said that the state pays for some of the TexShare databases. Each member public library pays a fee each year based on the size of the population served. So, Lake Travis Community Library has been paying for the databases each year since about 2003 or 2004.

CITIZEN PARTICIPATION: None.

12. Bob Johntz discussed matters concerning the District credit card and library keys.

Carol Black stated that no list of persons possessing keys could be found in the records. This list needs to be compiled and maintained. (Door keys, file cabinet keys, etc.). Three new credit cards have been issued; one for Sue Gilman, one for Carol Black and one for PK Chatterjee. The old credit cards have been cancelled.

CITIZEN PARTICIPATION: None.

13. P K Chatterjee presented a revision of the District's Investment Policy. A discussion followed. Bob Johntz made a motion to approve the revision to the District's Investment Policy. Nancy Pencsak seconded the motion. The motion passed unanimously. Sharon Rogers moved the adoption of Resolution 09-001: It is hereby resolved that the amendments to the INVESTMENT POLICY AND STRATEGY as submitted are accepted and the revised INVESTMENT POLICY AND STRATEGY document incorporating the amendments is adopted this 12th day of January 2009. Bob Johntz seconded the adoption. The Resolution passed unanimously.

CITIZEN PARTICIPATION: None.

14. PK Chatterjee presented a revision of the District's Financial Controls Policy. PK Chatterjee made a motion to approve the revision to the Financial Controls Policy. Sharon Rogers seconded the motion. The motion passed unanimously. Bob Johntz moved the adoption of Resolution 09-002: It is hereby resolved that the new FINANCIAL CONTROLS POLICY as submitted to the Board in its meeting on the 12th day of January 2009 is adopted going forward. PK Chatterjee seconded the adoption. The Resolution passed unanimously

CITIZEN PARTICIPATION: None.

15. Bob Johntz discussed the contract negotiations with the owner of the shopping center as the District has a rental contract in place to house the present library. The first option year in our rental contract starts February 01, 2009. In July, of 2009, a letter will be sent to the landlord concerning the option for a 2nd year extension of the lease.

CITIZEN PARTICIPATION: None.

16. A discussion was held regarding the need to purchase a safe. There appears to be no need for a safe at this time.

CITIZEN PARTICIPATION: None.

17. Carol Black announced that an area library districts' meeting would be held at Westbank Community Library on January 15, 2009. Board members are encouraged to attend.

CITIZEN PARTICIPATION: None.

18. Nancy Pencsak discussed the meeting with representatives from the Comptroller's office on Thursday, December 11, 2008 at 2:00 p.m. Attending were representatives from the LTCLD, City of Lakeway, Sunset Valley, and Village of Bee Cave. This meeting was being held to discuss the collection of sales taxes on non-residential remodeling. The meeting took place in the Bee Cave City Hall.

CITIZEN PARTICIPATION: None.

19. Sharon Rogers presented to the Board names of those persons agreeing to serve on the Library Director Selection Committee. They are Joyce Botta, Sharon Rogers, and Carol Black. Bob Johntz made a motion to approve this committee. Nancy Pencsak seconded the motion. The motion passed unanimously.

CITIZEN PARTICIPATION: None.

20. Carol Black announced that Rebecca Kankkunen resigned her position on December 23, 2008 for personal reasons. This resignation leaves two positions open.

Board members discussed the job descriptions of the Library Director and Library Assistant. Carol Black discussed the posting of these positions. The position of Library Director will be advertised in The Lake Travis View and the Austin-American Statesman, as well as at Library schools and the TLA website. The position of Library Assistant will be advertised in The Lake Travis View and the Austin-American Statesman.

21. Carol Black adjourned the meeting at 8:04 p.m. to go into Executive Session for two agenda items.
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, employment, evaluation, reassignment and/or duties of an employee

Agenda Item #2: The Board of Trustees **did not** take up any Deliberations Regarding Real property, to deliberate the purchase, exchange, lease or value of real property if deliberation in an open meeting would have a detrimental effect on the position of the governmental body in negotiations with a third person.

1. Search for library site.

This closed session ended on January 12, 2009 at 9:02 p.m.

22. At 9:03 pm, Carol Black reconvened the Board of Trustees of the Lake Travis Community Library District to take action on any executive session item if necessary.

CITIZEN PARTICIPATION: None

23. Comments by Board Trustees:

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 6:00 p.m. on February 9, 2009. Another meeting is scheduled for March 9, 2009 at 6:00 p.m.

Since there was no further business the meeting was adjourned at 9:04 p.m.

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