

**MINUTES OF LAKE TRAVIS COMMUNITY LIBRARY DISTRICT
BOARD OF TRUSTEES
May 11, 2009**

At 6:00 p.m., President Carol Black called to order the eighty-seventh 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 Sue Gilman, Valerie Lieble, Morgan McMillian and Charlotte Windecker.

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

Carol Black made the statement that Bob Johntz and Sharon Rogers were unopposed in the May 9th election. Thus, they have been elected to a two-year term.

3. Sue Gilman presented Bob Johntz and Sharon Rogers with "Statement of Elected/Appointed Officers." They signed these documents.

4. Sue Gilman administered the Oath of Office to the new Board members Bob Johntz and Sharon Rogers.

5. The next agenda item was the Election of Officers.

Nancy Pencsak nominated Carol Black for the office of President. Sharon Rogers seconded the motion. ANY OTHER NOMINATIONS? None. Carol Black called for the vote. The vote was unanimous.

Nancy Pencsak nominated Sharon Rogers for the office of Vice-President. Carol Black seconded the motion. ANY OTHER NOMINATIONS? None. Carol Black called for the vote. The vote was unanimous.

Carol Black nominated Nancy Pencsak for the office of Secretary. PK Chatterjee seconded the motion. ANY OTHER NOMINATIONS? None. Carol Black called for the vote. The vote was unanimous.

Bob Johntz nominated PK Chatterjee for the office of Treasurer. Sharon Rogers seconded the motion. ANY OTHER NOMINATIONS? None. Carol Black called for the vote. The vote was unanimous.

Sharon Rogers nominated Bob Johntz for the office of Coordinator of Library Operations and Human Resources. Nancy Pencsak seconded the motion. ANY OTHER NOMINATIONS? None. Carol Black called for the vote. The vote was unanimous.

Carol Black nominated Nancy Pencsak as Friends Liaison. Sharon Rogers seconded the motion. The motion passed unanimously.

6. Nancy Pencsak, Board Secretary, asked for the approval of April 13, 2009 minutes. Sharon Rogers made a motion to approve the minutes as read. Carol Black seconded the motion. The motion passed unanimously.

Carol Black made an announcement that there had been a Board agreement to discontinue Citizens Participation before each agenda item on a trial basis. Sharlene Collins, the Board's lawyer, states that this is a legal procedure for public meetings. Therefore at this meeting, the only Citizens Participation will take place at the beginning of the meeting at the designated time. It may include any information including information on agenda items. You will note that Agenda Item #16 brings up Citizens Participation again for discussion by the Board.

7. CITIZEN PARTICIPATION: Regarding agenda item # 13, Loaning library equipment; Morgan McMillian asked what is an intellectual organization and will there be a written request form for equipment borrowers? Sue Gilman asked if staff would be able to borrow equipment.

8. At the April 13th meeting of the Board of Trustees, a decision was made to hire Ms. Morgan McMillian as the new Library Director of the Lake Travis Community Library. Ms. McMillian is a recent graduate of the University

of Texas School of Information Science. She was highly recommended for this position by numerous employers. Also, Ms McMillian has experience working with children and had a key position in the teaching of Children's Literature at UT. She will begin work on June 1, 2009. Because of the absence of Ms. Gilman on May 30th, Ms. McMillian will conduct the Summer Kickoff Event on May 30th. We welcome Ms. McMillian to the Lake Travis Community Library.

9. The Library Director's Report was given by Ms. Sue Gilman.

We want to make sure we recognize and give thanks to Ms. Gilman for her planning of all the events for the Summer Reading Program. Along with her duties in the absence of a Library Director, she has spent hours planning this program.

10. PK Chatterjee presented the Treasurer's Report. Sales tax revenue in April was \$30,800. Nancy Pencsak made a motion to approve the treasurer's report. Sharon Rogers seconded the motion. The motion passed unanimously. Sharon Rogers said the goal of the Fund Raising Committee would be \$1,000,000. Carol Black stated that Ms. Mary Jo Finch continues to provide weekly financial reports on the ordering process for the materials budget, which has been reduced from \$6000 a month to \$3500 a month.

11. At the last meeting, Mr. P K Chatterjee presented revisions to the Financial Controls Policy that were voted on and approved. These revisions had to do with Contracts which are covered in the By-Laws of the LTCLD- Article VII – Contracts for Service. Thus, the previous revisions must be nullified so as not to conflict with the By-Laws.

P K Chatterjee made a motion to nullify the changes to the Financial Policy made at the April 13th meeting. Nancy Pencsak seconded the motion. The motion passed unanimously.

12. It must be noted that we will next be discussing a By-Laws change to Article VII of the By-Laws of the LTCLD, which pertained to Contracts for Services. These will be read at the June 8, 2009 meeting, and voted on at the July 13, 2009 meeting.

13. Sharon Rogers presented the Borrowing of Library Owned Equipment Policy to be considered by the Board. Discussion followed. Policies regarding forms to be used; and staff borrowing equipment will be addressed at the June 8th meeting.

14. Carol Black presented an inventory list of furniture and office supplies that were donated by the Friends of the LTCL. She circulated a letter of thanks to the Friends for the Board members to sign. This donation was a monumental task undertaken by the Friends, even costing them moving and storage costs. The Board thanks these wonderful people who give so very much with a cheerful heart.

15. Carol Black stated that with the new chairs in the computer area, the five computer stools, which were not in the greatest shape were removed. Additionally, a chair that has seen countless repairs was deposited by the dumpster for removal. Inventory codes were removed from the items, and the numbers reported to Bob Johntz. The five computer stools are, at the present time, in a staff member's garage awaiting sale at the Friends Book Sale. All proceeds from these stools will go to the LTCLD. It must be noted that only one item (the broken chair) was a gift from the University of Texas. According to our Surplus Furniture and Equipment Policy we have to have Board approval to sell the five stools. (According to our Policy, no Board member or member of their family may purchase these stools.)

Sharon Rogers made a motion to approve the sale of five stools. Bob Johntz seconded the motion. The motion passed unanimously. Advertisement of this sale will be posted on the library website.

16. Citizens Participation discussion. Bob Johntz made a motion to have Citizen Participation on the agenda only one time. Sharon Rogers seconded the motion. Bob Johntz and Sharon Rogers voted Aye, Carol Black and Nancy Pencsak voted Nay and PK Chatterjee abstained. The motion did not pass.

PK Chatterjee made a motion to have Citizen Participation on the agenda during the first part of the meeting, and at the end of the meeting. Sharon Rogers seconded the motion. The motion passed unanimously.

17. There were no Executive sessions.

Comments by Board Trustees:

1. Nancy Pencsak said that the American Library Association has created ALTAFF, the Association of Library Trustees, Advocates, Friends and Foundations, through the merger of Friends of Libraries U.S.A. (FOLUSA) into the Trustee division of ALA.

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 June 8, 2009. Another meeting is scheduled for July 13, 2009 at 6:00 p.m.

Since there was no further business the meeting was adjourned at 8:00 p.m.

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