

**MINUTES OF LAKE TRAVIS COMMUNITY LIBRARY DISTRICT  
BOARD OF TRUSTEES  
June 8, 2009**

At 6:00 p.m., President Carol Black called to order the eighty-eighth 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 Jean Dowdy, and Morgan McMillian. 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 the approval of May 11, 2009 minutes. Sharon Rogers made a motion to approve the minutes as corrected. PK Chatterjee seconded the motion. The motion passed unanimously. Corrections were: spelling correction in Agenda item 15, 'made' for 'make'.

CITIZENS PARTICIPATION: None.

Ms. Morgan McMillian gave the Library Director's Report.  
The Summer Reading Kick-off was on May 30, 2009.

PK Chatterjee presented the Treasurer's Report. Sales tax receipts for May were almost \$45,000. At the Friends Book Sale, June 6th, the District sold 5 stools, that were surplus, having had heavy usage. Sharon Rogers made a motion to approve the treasurer's report. Bob Johntz seconded the motion. The motion passed unanimously.

7. The Board would like to thank the staff for working five months without a Library Director. By putting in extra hours, they have consistently run things smoothly.

8. At the Lake Travis High School Awards Ceremony, the Friends of the LTCL presented one scholarship and 3 service awards to four teens that have volunteered service to the LTCL. The \$2000 Outstanding Service Scholarship recipient was Randy Chu. The \$500 Service Award recipients were Preethi Menon, Ashley Bourgoyne, and Armen Hazarian.  
We acknowledge and thank the Friends of the LTCL for this recognition of our volunteer staff.

9. At the present time fees charged for copies made by patrons are \$.10. Because of the expense of printing cartridges for the color printer, the market value of printer copies is far more than \$.10. Thus, the staff is proposing changes to these fees. They wish to change the fees to \$.10 for black and white copies and \$.30 for color copies. P K Chatterjee made a motion to approve this fee structure, subject to the Treasurer ascertaining the actual cost of these services. Bob Johntz seconded the motion. The motion passed unanimously.

10. This agenda item was on the topic, Rental Space. Thus, Bob Johntz discussed the rental situation with our landlord. Discussion followed. Mr. Johntz will continue to communicate with the landlord. No action was taken. This topic will again be discussed at the July meeting.

11. It must be noted that we will next be discussing a By-Laws change. These have to be read at one meeting and voted on at the next meeting. Mr. P K Chatterjee read and led a discussion on amending Article VII – Contracts for Service of the By-Laws of the LTCLD.  
This change will be read again at the July 13<sup>th</sup> meeting where action may be taken.

12. Mr. PK Chatterjee discussed revisions to the Financial Controls Policy; action may be taken at the July board meeting.

13. It must be noted that we will next be discussing a By-Laws change. These have to be read at one meeting and voted on at the next meeting. Mr. PK Chatterjee read and led a discussion on amending Article VIII– Financial Matters of the By-Laws of the LTCLD.

This change will be read again at the July 13<sup>th</sup> meeting where action may be taken.

14. Mr. P. K. Chatterjee discussed changes that needed to be made to the Investment Policy. Discussion followed.

15. Sharon Rogers presented the Borrowing of Library Owned Equipment Policy and form to be considered by the Board. Discussion followed.

16. Carol Black stated that with the installation of Envisionware to public computers, the staff reviewed all computer related policies. Thus, they recommended changes to the Internet Access Policy. These changes were necessary with the acknowledgement that we were not in the Lake Travis High School and were a full-service public library.

Sharon Rogers made a motion to accept the revised Internet Access Policy. PK Chatterjee seconded the motion. The motion passed unanimously.

17. Additionally, the Acceptable Use Guidelines that will be posted for viewing by the public have to be revised. PK Chatterjee made a motion to approve the revision of the Acceptable Use Guidelines. Sharon Rogers seconded the motion. The motion passed unanimously.

18. Because the Electronic Access Policy is almost a copy of the Internet Access Policy, the staff and Carol Black asked that the Board reviews this policy for removal, as it will be taken up at the July meeting.

19. Carol Black stated that the staff reviewed other policies that had clauses that were necessary for operation in the high school. PK Chatterjee made a motion to remove “ Using personal radios, tape players, walkmans or cell phones” from the Patron Regulations Policy. Bob Johntz seconded the motion. The motion passed unanimously.

20. Mr. Bob Johntz discussed Section 24-Medical Insurance and/or Section 25-Retirement Benefits of the Personnel Manual. Mr. Johntz made a motion to add to Section 24-Medical Insurance, "Any full-time employee covered by the District's group major medical insurance who leaves employment with the District may apply for continuing medical insurance through the State Continuation Coverage Program. Premiums paid for this insurance are the responsibility of the ex-employee." PK Chatterjee seconded the motion. The motion passed unanimously.

21. CITIZENS COMMENT (any topic): Jean Dowdy asked about cost comparison of premiums of COBRA and the State Program. The premiums are comparable.

22. Executive sessions:

Carol Black adjourned the meeting at 8:07 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 will meet in Executive Session as permitted under the Texas Open Meetings Act, Government Code 551.072 – 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 June 8, 2009 at 8:56 p.m.

At 8:58 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.

PK Chatterjee made a motion to reward staff with an appropriate bonus. Sharon Rogers seconded the motion. The motion passed unanimously.

Comments by Board Trustees:

Bob Johntz asked that the Option Year Two of the Shopping Center Lease be placed on the July agenda, as there may be up to 7,250 square feet of rental space available in the Shopping Center.

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. on July 13, 2009. Another meeting is scheduled for August 10, 2009 at 5:00 p.m.

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

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