

MINUTES OF LAKE TRAVIS COMMUNITY LIBRARY DISTRICT
BOARD OF TRUSTEES
September 22, 2016

At 3:00 p.m., President Carol Black called to order the two hundred and 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, PK Chatterjee, Nancy Pencsak, Sharon Rogers, and Alan Gober. Attendees were Morgan McMillian, Karen Ballinger, Jana Dodd, and Mikus Grinbergs.

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 asked for the approval of the August 25, 2016 minutes. Alan Gober made a motion to approve the minutes. PK Chatterjee seconded the motion. The motion passed unanimously.

4. CITIZENS PARTICIPATION: None.

5. There was no Art donation to consider.

6. The Board has great interest in pursuing Outreach Services to better serve the outlying areas of the LTCLD. The Bookmobile has arrived and started travelling September 1st. Outreach Librarian Karen Ballinger presented a Bookmobile and Outreach update and the October calendar of stops. The Board thanked Ms. Ballinger for the tremendous job she is doing organizing the Bookmobile/Outreach program.

CITIZENS PARTICIPATION: None

7. Library Director's Report. Morgan McMillian stated that compared to August 2016, the door count is up 20% and circulation is up 12%. Overdrive transactions were up 57%. There were 22% more programs during August. Program attendance is up 75%. The library currently has 10,599 active card holder accounts. The LTCLD website unique visitor count was unavailable. Sisters in Crime will present the \$1,000 grant check at Pat Dunlap Evan's author event on October 8th at 1 p.m. Tom Barton's Art Reception will be Sunday, October 9th from 2 p.m. to 3:30 p.m.

CITIZENS PARTICIPATION: None.

8. Ms. McMillian presented the Texas State Library and Archives Commission's Competitive Grant Contract for the \$45,000 for the Bookmobile.

CITIZENS PARTICIPATION: None.

9. TX Municipal League Intergovernmental Risk Pool Board Election. The Library Board, as a member of the TML, is entitled to vote for candidates for this board. Sharon Rogers made a motion that Carol Black pick the candidates. Alan Gober seconded the motion. CITIZENS PARTICIPATION: None.

The motion passed unanimously. The Board's votes will go to Kyle J. Jung for Place 6; to C. J. Wax for Place 7; to Andrea M. Gardner for Place 8; and to Rick A. Schroder for Place 9.

10. The Association of Community Library Districts is again planning on hiring a lobbyist for the next session of the Texas Legislature. The LTCLD has been invited to participate, through a Memorandum of Understanding, in the hiring of the lobbyist. The agreement will be effective as of 01/10/2017 and continue through 06/15/2017. The check has been sent to the Association for LTCLD's participation.

CITIZENS PARTICIPATION: None.

11. Alan Gober presented information on Records Retention. Mr. Gober is making an extensive review of the records in storage. Cash register receipts from 2009 – 2014 will be discarded. It was pointed out that invoices must be kept for 3 years beyond the end of the fiscal year. Building construction records are to be kept for the

life of the building, plus some years. Mr. Gober asked that Board members bring any pertinent records they might have to be stored.

CITIZENS PARTICIPATION: Mikus Grinbergs called attention to the need for keeping records pertaining to capital gains.

12. PK Chatterjee presented the Treasurer's reports, reporting that August sales tax revenue was \$94,725.00 and the September receipts were \$81,939.00. The Library is in very sound financial condition. Mr. Chatterjee presented a chart with collection purchases by the district, donated items, and Friends purchases from 2012 to 2016, giving a collection value of \$447,819.76. Alan Gober made a motion to approve the reports from the Treasurer. Sharon Rogers seconded the motion.

CITIZENS PARTICIPATION: None. The motion passed unanimously.

13. West Davis is to perform the annual fiscal audit. The fiscal year ended June 30, 2016 and work progresses on the information for the auditors. There was a meeting with the auditor on Friday, August 26th.

CITIZENS PARTICIPATION: None.

14. There was no Report from Sales Tax Assurance.

CITIZENS PARTICIPATION: None.

15. Executive session:

Carol Black adjourned the meeting at 4:16 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.

a. A discussion regarding the appointment, employment, evaluation, reassignment and/or duties of an employee.

This closed session ended on September 22, 2016 at 4:21 p.m.

16. At 4:22 p.m., Carol Black reconvened the Board of Trustees of the Lake Travis Community Library District to take action on any executive session item. No action was taken.

CITIZENS PARTICIPATION: None.

17. Board Trustees' Comments.

Carol Black provided information from the City Committee that has chosen the location for a new police station. The site is about 4.5 acres on Lohmans Crossing, across from the Library. The building will be about 20,000 square feet, with a large police parking area.

18. Closing: Future meetings October 27, 2016 -- 3:00 p.m.

December 01, 2016 – 3:00 p.m.

December 22, 2016 – 3:00 p.m.

19. Since there was no further business the meeting was adjourned at 4:28 p.m.

Nancy Pencsak
Secretary, Lake Travis Community Library District