

MINUTES OF LAKE TRAVIS COMMUNITY LIBRARY DISTRICT
BOARD OF TRUSTEES
October 27, 2016

At 3:00 p.m., President Carol Black called to order the two hundred and fourth 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, Marisa Davis, Sarah Traugott, Mikus Grinbergs, and Margaret Mc Dermott.

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 September 22, 2016 minutes. PK Chatterjee made a motion to approve the minutes. Alan Gober seconded the motion. The motion passed unanimously.

4. CITIZENS PARTICIPATION: Mikus Grinbergs asked that when a patron has indicated that he does not want a persistent record kept of his borrowing history; LTCLD will delete his check out record once an instance has been closed out. The Board agreed to put that item on the next board meeting agenda.

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 is on its fourth round of 17 unique stops. Outreach Librarian Karen Ballinger presented a Bookmobile and Outreach update and the November 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 September 2016, the door count is up 7% and circulation is up 15%. Overdrive Transactions were up 55%. Program attendance is up 8%. The library currently has 10,740 active card holder accounts. The LTCL website unique visitor count was 9,775.

Award-winning entries from our 6th annual Teen Read Week Art Contest will be on display during the month of November.

Sarah Traugott presented information about the grant from TSL for the Books and Bots Program. The library has received 8 Lego Robotics kits and 8 computer tablets. A Family Night program featuring the kits is planned for January 2, 2017. Ms. Traugott and Jordan Bryant have received workshop training for this program.

CITIZENS PARTICIPATION: None.

8. Ms. McMillian presented LTCLD Personnel Policy changes to comply with Department of Labor laws which go into effect December 1st. After some discussion, it was agreed that Ms McMillian would make some additional minor changes and present the Policy at the next board meeting.

CITIZENS PARTICIPATION: None.

9. PK Chatterjee presented the Treasurers reports, reporting that September sales tax revenue was \$81,939.00 and the October receipts were \$ 81,497.00. The Library is in very sound financial condition.

Sharon Rogers made a motion to approve the reports from the Treasurer. Alan Gober seconded the motion.

CITIZENS PARTICIPATION: None. The motion passed unanimously.

10. 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.

11. Report from Sales Tax Assurance shows LTCLD sales tax revenue is up 17%. There was some discussion about the city of Leander recently annexing 600 acres that is in the Liberty Hills Public Library District and would like to see the law changed so Leander would get the Library's share of sales tax.
CITIZENS PARTICIPATION: None.

12. Executive session:

Carol Black adjourned the meeting at 4:37 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 October 27, 2016 at 4:50 p.m.

13. At 4:51 p.m., Carol Black reconvened the Board of Trustees of the Lake Travis Community Library District to take action on any executive session item.

CITIZENS PARTICIPATION: None.

14. Board Trustees' Comments. Discussion of meeting dates.

15. Closing: Future meetings

November 17, 2016 – 3:00 p.m.

December 15, 2016 – 3:00 p.m.

16. Since there was no further business the meeting was adjourned at 4:54 p.m.

Nancy Pencsak
Secretary, Lake Travis Community Library District