

MINUTES OF LAKE TRAVIS COMMUNITY LIBRARY DISTRICT
BOARD OF TRUSTEES
November 17, 2016

At 3:00 p.m., President Carol Black called to order the two hundred and fifth 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, Sue Gilman, Mikus Grinbergs, and Tom and Mimi King.

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 October 27, 2016 minutes. Alan Gober made a motion to approve the minutes. Sharon Rogers seconded the motion. The motion passed unanimously.

4. CITIZENS PARTICIPATION: None.

5. Sue Gilman presented the Statements of Elected/Appointed Officers. Carol Black, PK Chatterjee, and Nancy Pencsak signed the "Statements of Elected/Appointed Officers."

6. Sue Gilman administered the "Oath of Office as Board Trustees" to Carol Black, PK Chatterjee, and Nancy Pencsak. The Board thanked Ms. Gilman for her work as election officer.

7. An election of officers for the LTCLD was held for the 2016-2017 year. PK Chatterjee made a motion to elect the so nominated candidates for office in the 2016-2017 year:
Carol Black is nominated for President
Sharon Rogers is nominated for Vice President
Nancy Pencsak is nominated for Secretary
PK Chatterjee is nominated for Treasurer
Alan Gober is nominated for Coordinator of Library Operations and Human Resources.
Nancy Pencsak seconded the motion. The vote was called and the motion carried unanimously.

8. The 2016 Audit is not complete and will be presented, at the next board meeting by Kitty Ripley of West, Davis accounting firm. The fiscal year ended June 30, 2016. CITIZENS PARTICIPATION: None.

9. There was no Art donation to consider.

10. The Board has great interest in pursuing Outreach Services to better serve the outlying areas of the LTCLD. As Ms. Ballinger was out on the Bookmobile route, Library Director Morgan McMillian presented a Bookmobile and Outreach update and the December calendar of stops. There will be some route changes, but most of the scheduled "Stops" have been very successful. The Board expressed thanks for Karen Ballinger's efforts and for the tremendous job she is doing organizing the Bookmobile/Outreach program. CITIZENS PARTICIPATION: None.

11. Library Director's Report. Morgan McMillian stated that compared to October 2016, the door count is up 24% and circulation is up 25%. Overdrive Transactions were up 60%. Program attendance is up 61%. The library currently has 10,794 active card holder accounts. The LTCL website unique visitor count was 5,912. These statistics reflect bookmobile statistics as well. Local artist Ben Kuenemann will exhibit his watercolor paintings during the month of December; his art reception will be on Saturday, December 17th from 1:30pm to 3pm. CITIZENS PARTICIPATION: None.

12. Ms McMillian presented LTCLD Personnel Policy changes to comply with Department of Labor laws which go into effect December 1st.

Sharon Rogers made a motion to approve the changes to the Personnel Policy. Alan Gober seconded the motion.

CITIZENS PARTICIPATION: None. The motion passed unanimously.

13. Discuss and/or take action on Patron Privacy. Ms McMillian presented information about the library's circulation program. The program does not have the capability of offering the choice of saving or not saving the history of an individual patron's checkout record.

CITIZENS PARTICIPATION: None.

14. PK Chatterjee said there is no Treasurer's report, as this meeting is early in the month. October receipts were \$81,497.00 and the November receipts were \$ 94,407.76. The library's operating reserve is now \$200,000.

CITIZENS PARTICIPATION: None.

15. Report from Sales Tax Assurance shows LTCLD sales tax revenue is up 10.2%.

CITIZENS PARTICIPATION: None.

16. Executive session:

Carol Black adjourned the meeting at 3:40 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 November 17, 2016 at 3:46 p.m.

17. At 3:47 p.m., Carol Black reconvened the Board of Trustees of the Lake Travis Community Library District to take action on any executive session item. Carol Black made a motion to approve the suggested salary adjustments. Alan Gober seconded the motion.

CITIZENS PARTICIPATION: None. The motion passed unanimously.

CITIZENS PARTICIPATION:

18. Board Trustees' Comments.

19. Closing: Future meetings

December 15, 2016 – 3:00 p.m.

January 26, 2017 – 3:00 p.m.

16. Since there was no further business the meeting was adjourned at 3:48 p.m.

Nancy Pencsak
Secretary, Lake Travis Community Library District