

MINUTES OF LAKE TRAVIS COMMUNITY LIBRARY DISTRICT
BOARD OF TRUSTEES
JULY 26, 2018

At 3:30 p.m., President Carol Black called to order the two hundred and twenty-sixth 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, Alan Gober, PK Chatterjee, Sharon Rogers, and Sharon Temple. Attendees were Minkus Grinbergs, Morgan McMillian, Karen Ballinger, and Sue Gilman.

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

3. CITIZENS PARTICIPATION: None

4. Sue Gilman presented information on the November 6, 2018 LTCLD Board Election. August 20, 2018 is the deadline for filing to run for LTCLD Board Trustee. The election ballot position drawing will be held on August 23rd unless there are fewer than 3 candidates that have filed. The Board thanked Sue Gilman for all the work she does on the election.

5. Carol Black asked for the approval of the June 28th and July 5th minutes. Alan Gober moved that the June 28th minutes be approved, and PK Chatterjee seconded the motion. The motion passed unanimously. PK Chatterjee moved that the July 5th minutes be approved with a second by Alan Gober. The motion passed unanimously.

6. There was no art donation to consider.

7. The Board has great interest in pursuing Outreach Services to better serve the outlying areas of the LTCLD. Karen Ballinger presented the Bookmobile and Outreach update and the August calendar of stops. The Bookmobile added 4 summer stops to the schedule. It will also attend the City of Lakeway Movies in the Park on August 10th. The Outreach report is attached.

CITIZENS PARTICIPATION: None

8. The Bookmobile won 3rd place in the business category at the annual Lakeway Fourth of July parade. Alan Gober, Sharon Rogers, and Sharon Temple also participated in the parade.

9. Library Director's Report – Morgan McMillian reported that the Summer Reading Program Finale will take place on Friday, July 27th from 4:00-5:30 p.m. Lake Travis Community Library will host the next Library District Discussion Group on August 10th. The drip irrigation system has been installed in the butterfly garden. Average Monthly Circulation for the Fiscal Year 2017-2018 is up 13%. The August calendar was also discussed. Library Director's report is attached.

CITIZENS PARTICIPATION: None

10. Morgan McMillian presented a draft of the Personnel Policy. The Board asked her to investigate the policies of other library districts, consult with the district lawyer on possible policy changes, and check with other agencies that might have input dealing with insurance, vacation, and leave policies.

CITIZENS PARTICIPATION: None

11. Morgan McMillian presented the Library's Long Range Plan. Seven areas of focus were outlined: 1) Serve all areas of the library district. 2) Maintain and prioritize the welcoming nature and attractive décor of the physical library. 3) Revisit library hours. 4) Recognize the need to retain a strong, engaged staff and volunteer base. 5) Investigate easier patron access to the library. 6) Continue to prioritize strong library programming for all ages. 7) Continue to cultivate a strong collection to meet all community needs. The Board will consider the plan for approval at the next meeting on August 23, 2018. CITIZENS PARTICIPATION: None

12. P.K. Chatterjee presented the Lake Travis Community Library District Operating Statement. Sales tax receipts for 2017-2018 totaled \$1,066,427. TEXPOOL investments are making 2.17%. The Library is in good financial condition. Sharon Temple moved that the report be approved with a second by Alan Gober.

CITIZENS PARTICIPATION: None. The motion passed unanimously. Treasurer's report is attached.

13. Sharon Rogers moved that 2018-2019 Budget be approved with a second from Alan Gober. CITIZENS PARTICIPATION: Minkus Grinbergs stated that he felt that the budget didn't allow for possible excessive generator repair/replacement costs. PK Chatterjee stated that the focus should be on overall revenue and expenses instead of budget line items. There is enough money to handle any generator issues. The motion passed unanimously.

14. PK Chatterjee moved that the Annual Audit for Fiscal Year Ending JUNE 30, 2018 be accomplished by West Davis. Alan Gober seconded the motion. CITIZENS PARTICIPATION – None. The motion passed unanimously.

15. Executive session:

Carol Black adjourned the meeting at 4:55 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 July 26, 2018 at 5:05 p.m.

16. At 5:06 p.m., Carol Black reconvened the Board of Trustees of the Lake Travis Community Library District to act on any executive session item. No action was taken.

CITIZENS PARTICIPATION: None

17. Comments – Sharon Temple stated that she will be out of town for the month of August.

18. Closing: Future meetings

August 23, 2018

3:30 p.m. Lake Travis Community Library

September 27, 2018

3:30 p.m. Lake Travis Community Library

19. Since there was no further business the meeting was adjourned at 5:07 p.m.

Sharon Temple

Secretary, Lake Travis Community Library District