

MINUTES OF LAKE TRAVIS COMMUNITY LIBRARY DISTRICT
BOARD OF TRUSTEES
August 23, 2018

At 3:30 p.m., President Carol Black called to order the two hundred and twenty-seventh 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, P.K. Chatterjee, and Sharon Rogers. Board Members Sharon Temple and Alan Gober were absent. Attendees were Karen Ballinger, Frank Black, Sue Gilman, Mikus Grinbergs, Rajashree Kamat, Morgan McMillian, Ray Pencsak, and Nancy Pencsak.

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. Carol Black asked for the approval of the July 26th minutes. P.K. Chatterjee moved that the minutes be approved and Sharon Rogers seconded the motion.

Citizens Participation: None. The motion passed unanimously

5. November 6, 2018 Board Election. Sue Gilman presented information on the November 6, 2018 LTCLD Board Election. The election ballot position drawing was held. P.K. Chatterjee got first, Sharon Temple second, and Carol Black got third place on the ballot. Ms. Gilman suggested that the Board cancel the election, as only three candidates have filed. The Board thanked Sue Gilman for all the work she does on the election. Sharon Rogers moved that the election be cancelled, with a second by P.K. Chatterjee. Citizens Participation: None. The motion was approved. Carol Black read the Order of Cancellation. Ms Gilman will notify the county of this decision.

6. The Library Board has been asked to Grant an Easement to Charter Communications to provide communications services to the new Lakeway Police facility. The Board's lawyer is examining the document and will advise the Board. Information is attached.

Citizens Participation: None.

7. A discussion was held to consider whether to join with other library districts in an Association of Community Library Districts for the purpose of hiring a lobbyist to protect the interests of library districts and our communities in the upcoming legislative session. P.K. Chatterjee moved that the Library join. Sharon Rogers seconded the motion.

Citizens Participation: None. The motion passed unanimously. Information is attached.

8. There was no art donation to consider.

Citizens Participation: None.

9. 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 September calendar of stops. Rajashree Kamat also presented a report on the LTISD Summer Squires programs with the Bookmobile. The outreach report is attached.

Citizens Participation: Mikus Grinbergs suggested color coding the Bookmobile calendar.

10. Library Director's Report: Morgan McMillian reported that the Summer Reading Program Finale took place on Friday, July 27th. Lake Travis Community Library hosted the Library District Discussion Group on August 10th. Three programs with Lakeway History Subcommittee are scheduled for early

2019 and historical Lakeway photographs will be exhibited in February 2019. The September calendar was discussed. Library Director's report is attached.

Citizens Participation: None

11. Board members continue to study suggestions for the Personnel Policy and will submit them to Morgan for the next Board meeting. Information is attached.

Citizens Participation: None

12. Long Range Plans: Seven areas of focus have been 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. Morgan McMillian presented the formal Long Range Plans.

P.K. Chatterjee moved that the Plans be adopted. Sharon Rogers seconded the motion.

Citizens Participation: None. The motion passed unanimously.

13. P.K. Chatterjee presented the July treasurer's report. Sales tax receipts for July totaled \$96,289.17. September Sales tax receipts were \$109,224.54. The Schwab account is showing gains. Sharon Rogers moved that the report be approved with a second by P.K. Chatterjee.

Citizens Participation: None. The motion was approved. Treasurer's report is attached.

14. Annual Audit for Fiscal Year Ending JUNE 30, 2018: The engagement letter has been sent to the firm West Davis.

Citizens Participation: None

15. Executive session:

Carol Black adjourned the meeting at 4:57 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 August 23, 2018 at 5:07 p.m.

16. At 5:08 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: None

18. Closing: Future meetings

September 27, 2018 3:30 p.m. Lake Travis Community Library

October 25, 2018 3:30 p.m. Lake Travis Community Library

19. Since there was no further business the meeting was adjourned at 5:09 p.m.

Nancy Pencsak, acting for
Sharon Temple
Secretary, Lake Travis Community Library District