

MINUTES OF LAKE TRAVIS COMMUNITY LIBRARY DISTRICT

BOARD OF TRUSTEES

November 15, 2018 230<sup>th</sup> meeting

At 3:30 p.m., President Carol Black called to order the 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, Alan Gober, Sharon Rogers and Sharon Temple. Attendees were Mikus Grinbergs and Morgan McMillian.

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

3. Carol Black asked for the approval of the October 25th minutes. P.K. Chatterjee moved to approve the minutes and Alan Gober seconded the motion.

Citizens Participation: None The motion passed unanimously.

4. Citizens Participation: Mikus Grinbergs requested that he be given access to the Apollo Circulation system so that he could help with system problems. President Carol Black asked him to meet with her at the close of the open meeting.

5. Morgan McMillian, having been deputized by the election officer, Sue Gilman, presented the Statements of Elected Officers. Carol Black, PK Chatterjee, and Sharon Temple signed the Statements of Elected Officers.

6. Morgan McMillian administered the "Oath of Office as Board Trustees" to Carol Black, PK Chatterjee, and Sharon Temple.

7. Sharon Temple made a motion to re-elect the current officers to continue in office for the 2018-2019 year. Alan Gober seconded the motion. Carol Black – President; Sharon Rogers – Vice President; Sharon Temple – Secretary; P.K. Chatterjee – Treasurer; Alan Gober – Director of Library Operations and Human Resources. Citizens Participation: None The motion passed unanimously.

8. Donation: There was no donation to consider.

9. The Board has great interest in pursuing Outreach Services to better serve the outlying areas of the LTCLD. Morgan McMillian presented the Bookmobile and Outreach update and the December calendar of stops. She informed the board that there will no longer be a monthly outreach report. It will change to a quarterly report. Citizens Participation: None. Outreach report is attached.

10. Annual Audit for Fiscal Year Ending JUNE 30, 2018: West Davis continues working on the audit. Citizens Participation: None

11. Library Director's Report: Morgan McMillian reported that monthly program attendance was down slightly due to the cancellation of a local event. The library served as an American Red Cross Delivers Site on October 30<sup>th</sup>. Sharon Rogers, Sarah Traugott, and Morgan met with Library Interiors of Texas to discuss furniture purchases for the children's room. Carol Black asked that any salvageable furniture be stored to use in a future library and that it was possible that we could get furniture from the UT furniture warehouse. Citizens Participation: None  
Library Director's Report is attached.

12. Sharon Rogers moved that the LTCLD Personnel Policies be adopted and become effective on December 30, 2018. Alan Gober seconded the motion. Citizens Participation: None  
The motion carried unanimously.

13. P.K. Chatterjee presented the October treasurer's report. Sales tax receipts for October totaled \$92,527.74. November sales tax receipts were \$104,946.49. Citizen Participation: None  
Sharon Temple moved that the report be approved with a second by Alan Gober. The motion passed unanimously.

14. 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 November 15, 2018 at 5:10 p.m.

15. At 5:11 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

16. Comments: None

17. Closing: Future meetings

December 13, 2018

January 24, 2019

3:30 p.m. Lake Travis Community Library

3:30 p.m. Lake Travis Community Library

18. Since there was no further business the meeting was adjourned at 5:12 p.m.

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Sharon Temple

Secretary, Lake Travis Community Library District