

MINUTES OF LAKE TRAVIS COMMUNITY LIBRARY DISTRICT

BOARD OF TRUSTEES

October 25, 2018 229th 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, Karen Ballinger, 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 September 27th minutes. Sharon Rogers moved to approve the minutes and Alan Gober seconded the motion.

Citizens Participation: None The motion passed unanimously.

4. Citizens Participation: None

5. Donation: There was no donation to consider.

6. 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 November calendar of stops. The October 4th Lake Travis View and the October 11th Austin American Statesman had articles about the homebound delivery service. Karen Ballinger thanked the board for supporting her attendance at the Association of Bookmobile and Outreach Services conference in Raleigh, North Carolina and she gave a short presentation on the conference. The bookmobile attended three special events during October. Outreach report is attached.

Citizens Participation: None

7. The annual audit for Fiscal Year ending JUNE 30, 2018 has not yet been completed.

Citizens Participation: None

8. Sharon Rogers moved that P.K. Chatterjee be authorized to secure a Bank of America credit card.

Alan Gober seconded the motion. Citizens Participation: None

The motion passed unanimously.

9. Library Director's Report: Morgan McMillian presented information regarding providing 10 internet hotspot devices at a cost of \$290.50 per month. These will be available for check out by library patrons. All board members were in favor of this service. Rachel and Morgan are creating a collection development policy which will be presented to the board when it is complete. The library currently has 12,533 active members. There were 213 art entries by teens. Cash prizes provided by The Friends of the Library will be awarded to 8 teens. The Board thanks The Friends of the Library for providing the prizes for the art contest. Citizens Participation: None

Library Director's report is attached.

10. The LTCLD Personnel Policies document with comments from the district's lawyer was reviewed. Morgan will confer with the lawyer to review several items that need further clarification. The board will revisit the policy at the November meeting.

Citizens Participation: None

11. P.K. Chatterjee presented the September treasurer's report. Sales tax receipts for September totaled \$94,801. October sales tax receipts were \$92,528. Sharon Rogers left the meeting before a motion was made. Citizen Participation: None
Sharon Temple moved that the report be approved with a second by Alan Gober. The motion passed with all trustees in attendance voting to approve.

12. Executive session:

Carol Black adjourned the meeting at 5:10 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 25, 2018 at 5:45 p.m.

13. At 5:46 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

14. Comments: None

15. Closing: Future meetings

November 15, 2018 3:30 p.m. Lake Travis Community Library

December 13, 2018 3:30 p.m. Lake Travis Community Library

16. Since there was no further business the meeting was adjourned at 5:47 p.m.

Sharon Temple
Secretary, Lake Travis Community Library District