

MINUTES OF LAKE TRAVIS COMMUNITY LIBRARY DISTRICT  
BOARD OF TRUSTEES  
JANUARY 24, 2019      232<sup>ND</sup> Meeting

President Carol Black called meeting of the Trustees of the Lake Travis Community Library District to order at 3:30 p.m. 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 Morgan McMillian and Mikus Grinbergs.

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 December 13 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. Library Director's Report: Morgan McMillian highlighted the following information: December circulation is up by 22% which might be attributed to the use of automatic renewal. The Friends Flash Sale raised \$1,144 on January 19<sup>th</sup>. The next Library District Discussion Group is scheduled for February 8<sup>th</sup>. The mobile hotspots are being well received. Khalil is launching a new Book-a-Librarian service. TFE recommends that the library purchase a new server. After reviewing the quote from Library Interiors of Texas, it was decided that Morgan McMillian, Sarah Traugott, and Sharon Rogers will work together to select the best fabric that withstand wear and tear usage. The February Calendar is filled with great programs. LIBRARY DIRECTOR'S FULL REPORT IS ATTACHED.

7. Collection Development Policy – Morgan McMillian will provide copies of the original policy to board members. The new policy will be discussed at the next meeting.

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

9. P.K. Chatterjee presented the December treasurer's report. Sales tax receipts for December totaled \$109,102. January sales tax receipts were \$87,255. Citizen Participation: None. Sharon Temple moved that the report be approved with a second by Alan Gober. The motion passed unanimously.

Sharon Rogers moved to authorize P.K. Chatterjee to pay off the bond held by the City of Lakeway in March 2019. Alan Gober seconded the motion. Citizen Participation: None. The motion passed unanimously.

10. Executive session:

Carol Black adjourned the meeting at 4:22 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 January 24, 2019 at 4:38 p.m.

11. At 4:39 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.

12. Comments: None.

13. Closing: Future meetings

February 28, 2019  
March 28, 2019

3:30 p.m. Lake Travis Community Library  
3:30 p.m. Lake Travis Community Library

14. Since there was no further business the meeting was adjourned at 4:41 p.m.

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Sharon Temple  
Secretary, Lake Travis Community Library District