

MINUTES OF LAKE TRAVIS COMMUNITY LIBRARY DISTRICT
BOARD OF TRUSTEES
FEBRUARY 28, 2019 233RD Meeting

At 3:30 p.m., Vice President Sharon Rogers 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 P.K. Chatterjee, Alan Gober, Sharon Rogers, and Sharon Temple. Carol Black was absent. Attendees were Mikus Grinbergs , Morgan McMillian, and Rachel Keeler.

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

3. Sharon Rogers asked for the approval of the January 24, 2019 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: None

5. Donation: Morgan McMillian reported that she had been contacted by the sister of David Case regarding a memorial honoring him. She will recommend a donor tile.

6. Library Director's Report: Morgan McMillian provided a narrative on her report. A couple asked if they could use the exterior of the building and parking lot for a wedding on May 27th. The board concurred that it was acceptable providing our liability insurance covers it. The TLA conference is April 15-18 in April and all interested staff will have the opportunity to attend. The library is soliciting feedback from outreach participants as required by the TSLAC grant. Danielle Wilson has developed a brochure on Volunteer Guidelines. Morgan is still working to have the fiber optic conduit company re-install the banner poles as well as rescheduling the parking lot sealing and striping with Lone Star Paving. TFE is recommending that new public computers be purchased within the year. Morgan asked Rachel Keeler to present a proposed Collection Maintenance Plan that she developed. The board had several questions and after the discussion Sharon Temple moved that the plan be approved. Alan Gober seconded the motion. Citizen Participation: None
The motion passed unanimously.

LIBRARY DIRECTOR'S FULL REPORT IS ATTACHED.

7. Morgan McMillian and Rachel Keeler briefly reviewed the draft of the Collection Development Policy. Sharon Temple made a motion to approve the Collection Development Policy. Alan Gober seconded the motion. Citizens Participation: None The motion passed unanimously.

8. Annual Audit for Fiscal Year Ending JUNE 30, 2018: West Davis will present the report at the next meeting. Citizens Participation: None

9. P.K. Chatterjee presented the January treasurer's report. Sales tax receipts for January totaled \$87,254.90. February sales tax receipts were \$116,821.40. Citizen Participation: None

Sharon Temple moved that the report be approved with a second by Alan Gober.
Citizen Participation: None The motion passed unanimously.

10. P.K. Chatterjee made a motion to approve the LTCLD Investment Policies as they stand.

Alan Gober seconded the motion. Citizen Participation: None The motion passed unanimously.

11. Executive session:

Sharon Rogers adjourned the meeting at 4:20 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.
- b.

12. At 4:38 p.m. Sharon Rogers 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

13. Comments: None

14. Closing: Future meetings

March 28, 2019

April 25, 2019

3:30 p.m. Lake Travis Community Library

3:30 p.m. Lake Travis Community Library

15. Since there was no further business the meeting was adjourned at 4:39 p.m.

Sharon Temple

Secretary, Lake Travis Community Library District