

MINUTES OF LAKE TRAVIS COMMUNITY LIBRARY DISTRICT
BOARD OF TRUSTEES
MARCH 28, 2019 234TH Meeting

At 3:30 p.m. 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 Morgan McMillian, Karen Ballinger, Raj Kamat, Mikus Grinbergs, and Gary Davis.

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 February 28, 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: There was no donation to consider.

6. Library Director's Report: Morgan McMillian turned the floor over to Karen Ballinger who presented a Bookmobile and Outreach Update. Karen stated that the Homebound Program continues to be promoted in the community. Karen is working on many of the recommendations that were given by a loss prevention representative from Texas Municipal League. She will participate in the TLA Austin conference presentation Libraries on the Move: A Panel on Mobile Outreach on April 16, 2019. The written report is attached.

After Karen's report, P.K. Chatterjee requested that the Library Director's Report be paused to hear from Gary Davis regarding Agenda Item #9.

9. Gary Davis of West Davis accounting firm presented the audit for the fiscal year ending June 30, 2018. There was one audit adjustment of \$27,869. There were no problems and no recommendations. Mr. Davis complimented the Board for their good stewardship and for meeting their goals. He also thanked the librarians for allowing him to interrupt their report. P.K. Chatterjee moved to accept the report and Alan Gober seconded the motion. There was no citizen participation. The motion passed unanimously.

6. Library Director's Report Continued. Raj Kamat presented information from the Edge Report which is a management tool that helps libraries of all sizes align their technology resources to community priorities. She reported that the library scored better than average against libraries in our peer group as well as better than average compared to Texas libraries. There are several areas that staff will be researching for additional improvement such as advertising our continuing education resources. Morgan McMillian reported that Program attendance was up 34%, circulation was up 21% and Over-Drive was up 38% from last year's statistics. The library will be closed on May 10th for the rescheduled parking lot repairs. Morgan completed a Public Information Request for American Transparency. JXC Landscaping presented a quote of \$2,895.00 to repair eroded gravel on the path surrounding the library. TFE recommends that the library purchase new public computers within the year. Library Director's Report is attached.

7. Morgan McMillian presented a revision of Section 20 – Holidays in the personnel policy. The Board lawyer has reviewed the revision. Alan Gober moved that the revision be approved, and Sharon Rogers seconded the motion. There was no citizen participation. The motion passed unanimously.

8. Personal Appearance Release: VNE Production requested that the library sign their Personal Appearance Release. After discussion, the Board declined to act on the request. At this time, the Board policy on photographs and taping is considered adequate. There was also some concern regarding copyright issues addressed in the release.

10. P.K. Chatterjee presented the February treasurer's report. Sales tax receipts for February totaled \$116,821.40. March sales tax receipts were \$85,658.07. Sharon Temple moved that the report be approved with a second by Sharon Rogers.

Citizen Participation: None

The motion passed unanimously.

11. Executive session:

Carol Black adjourned the meeting at 4:45 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 March 28, 2019 at 5:02 p.m.

12. At 5:03 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

13. Comments: None

14. Closing: Future meetings

April 25, 2019

3:30 p.m. Lake Travis Community Library

May 23, 2019

3:30 p.m. Lake Travis Community Library

15. Since there was no further business the meeting was adjourned at 5:04 p.m.

Sharon Temple

Secretary, Lake Travis Community Library District