

MINUTES OF LAKE TRAVIS COMMUNITY LIBRARY DISTRICT
BOARD OF TRUSTEES
DECEMBER 19, 2019 244TH 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 and Karen Ballinger.

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 November 21, 2019 minutes. Alan Gober moved to approve the minutes and Sharon Rogers seconded the motion.

Citizens Participation: None The motion passed unanimously.

4. Citizens Participation: None

5. Donation: Morgan stated that the library had received a donation of \$100 and one of \$500. Both donations came from patrons that used the Bookmobile.

6. Library Director's Report: Morgan McMillian turned the floor over to Karen Ballinger who updated the Board regarding Outreach services. She reported that the Bookmobile had three new adult volunteers. Homebound deliveries are continuing.

Morgan reported that there had been a staff meeting on December 3rd and that the next one would be on February 18th. A service had been held for volunteer Mikus Grinbergs on December 6th. The next Library District Discussion Group meeting is scheduled for January 31st at the Mammen Family Public Library in Bulverde. Parking repairs will be rescheduled for the late spring. Morgan stated that she would be out of town on the dates that the Board meets in January and February. Sharon Temple suggested that the Board change those dates. The revised dates are January 30, 2020 and February 20, 2020. The Library Director's complete report is attached. Citizens Participation: None

7. Annual Audit for Fiscal Year ending June 30, 2019 - West Davis continues to work on the Annual Audit for Fiscal Year June 30, 2019.

8. P.K. Chatterjee presented the October 2019 treasurer's report. Sales tax receipts for October totaled \$106,450.79. November sales tax receipts were \$121,842.32. December sales tax receipts are \$118,837.25. Sharon Temple moved that the report be approved with a second by Alan Gober.

Citizen Participation: None The motion passed unanimously.

9. Branch Library - Alan Gober reported that the board committee continues to do basic work on the role of the branch library.

10. Carol Black adjourned the meeting at 4:13 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 December 19, 2019 at 4:29 p.m.

11. At 4:29 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.

12. Comments – There were no comments.

13. Closing: Future meetings

January 30, 2020

3:30 p.m. Lake Travis Community Library

February 20, 2020

3:30 p.m. Lake Travis Community Library

14. Since there was no further business the meeting was adjourned at 4:32 p.m.

Sharon Temple

Secretary, Lake Travis Community Library District