

MINUTES OF LAKE TRAVIS COMMUNITY LIBRARY DISTRICT  
BOARD OF TRUSTEES  
FEBRUARY 27, 2020                      246TH 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 and Sharon Temple. Morgan McMillian was in attendance. Sharon Rogers was absent.

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 January 30, 2020 minutes. Sharon Temple moved to approve the minutes and Alan Gober seconded the motion.

Citizens Participation: None.                      The motion passed unanimously.

4. Citizens Participation: None.

5. Donation – Eight donors contributed a total of \$645.00 in memory of library supporter Maurice Kinslow.

6. Library Director's Report – Circulation statistics were up 2%. Morgan will hire a summer seasonal library clerk to work 28 hours per week. Parking lot repairs are scheduled for April 29<sup>th</sup>. The Lakeway Police Department will conduct a Civilian Response to Active Shooter Events training for the staff during their meeting. The library will be closed that day. Library Interiors of Texas has provided a quote for tables and chairs for the teen room and are working on a proposal for new patio furniture. Morgan will be attending the TLA meeting in Houston next month and Rachel Keeler will present the Library Director's report. The Library Director's full 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 January 2020 treasurer's report. Sales tax receipts for January totaled \$105,038. February sales tax receipts are \$140,393.81. Alan Gober moved that the report be approved with a second by Sharon Temple.

Citizen Participation: None.                      The motion passed unanimously.

9. Investment policy – P.K. has reviewed the investment policy and indicated that no changes were required at this time. Alan Gober moved to approve the current policy and Sharon Temple seconded the motion. Citizen Participation: None.                      The motion passed unanimously.

10. Branch Library - Alan Gober reported that Jim Ratcliff and Steve Jones met with the board committee.

11. Executive session:

Carol Black adjourned the meeting at 4:21 p.m. to go into Executive Session for two agenda items. 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 and Agenda Item #2: to deliberate the purchase, exchange, lease, or value of real property under Government Code 551.072.

12. At 4:53 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

March 26, 2020

3:30 p.m. Lake Travis Community Library

April 23, 2020

3:30 p.m. Lake Travis Community Library

15. Since there was no further business the meeting was adjourned at 4:54 p.m.

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Sharon Temple  
Secretary, Lake Travis Community Library District

Minutes Approved on \_\_\_\_\_