

MINUTES OF LAKE TRAVIS COMMUNITY LIBRARY DISTRICT
BOARD OF TRUSTEES
April 23, 2020 247TH 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 via the video conference Board Members present were Carol Black, P.K. Chatterjee, Alan Gober, Sharon Rogers, and Sharon Temple. Morgan McMillian and Rachel Keeler were in attendance.

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

3. Four pandemic resolutions were unanimously passed by the board. These include: Resolution 2020-01 regarding board meetings via teleconference or video conference during the pandemic; P.K. Chatterjee moved to approve the resolution and Sharon Rogers seconded the motion. Resolution 2020-02 regarding pandemic response and emergency suspension of policy; Alan Gober moved to approve the resolution and Sharon Temple seconded the motion. Resolution 2020-03 regarding wage payments during emergency library closings; Sharon Rogers moved to approve the resolution and Sharon Temple seconded the motion. Resolution 2020-04 regarding sick leave during an epidemic; Alan Gober moved to approve the resolution and Sharon Rogers seconded the motion. Resolutions are attached.

4. Since the Board did not meet in March, Carol Black asked for the approval of the February 27, 2020 minutes. Sharon Rogers moved to approve the minutes and Alan Gober seconded the motion. Citizens Participation: None. The motion passed unanimously.

5. There was no citizens participation.

6. There were no donations to discuss.

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. Library Director's Report: Morgan McMillian had Rachel Keeler report on OverDrive statistics. Rachel reported that there were 160 new users of OverDrive since the closure of the library. OverDrive checkouts are up 62% and juvenile eBook checkouts are up 158%. At the time of the board meeting, the library had been closed 38 days, so the increase is compared to the 38 days prior to closing. Morgan reported that all staff are working from home with twice weekly zoom staff meetings. Many virtual programs have been added including a YouTube channel. There will be a virtual summer reading program. Karen Ballinger has been continuing outreach services even though bookmobile visits have ceased.

Staff members have all completed the required cybersecurity training and the Board has until June to complete it as well. This is required by Texas House Bill 3834. There was a discussion regarding elimination of late fees and this topic will be addressed in the next board meeting. Morgan also presented the first draft of a reopening plan.

Library Director's full report is attached.

9. P.K. Chatterjee presented the treasurer's report. March 2020 sales tax revenue was \$115,243.70 and the April 2020 sales tax revenue was \$96,011.44. He also gave a projection about the next 4 months. Sharon Temple moved that the report be approved with a second by Sharon Rogers. Citizen Participation: None. The motion passed unanimously.

10. Alan Gober stated that search for a branch library be suspended until a future date.

11. Executive session:

Carol Black adjourned the meeting at 5:25 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 5:32 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 – The Board asked Morgan to thank the staff for the exceptional work they have been doing.

14. Closing: Future meetings

May 28, 2020

3:30 p.m. Lake Travis Community Library

June 25, 2020

3:30 p.m. Lake Travis Community Library

15. Since there was no further business the meeting was adjourned at 5:32 p.m.

Sharon Temple

Secretary, Lake Travis Community Library District

Minutes Approved on _____