

MINUTES OF LAKE TRAVIS COMMUNITY LIBRARY DISTRICT  
BOARD OF TRUSTEES  
May 28, 2020                      248TH 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 video conference. Board members present were Carol Black, P.K. Chatterjee, Alan Gober, Sharon Rogers, and Sharon Temple. Gary Davis, Morgan McMillian, Rachel Keeler, and Karen Ballinger were also 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. Three pandemic resolutions were unanimously passed by the board. These include: Resolution 2020-05 regarding pandemic response and emergency suspension of policy; P.K. Chatterjee moved to approve the resolution and Sharon Rogers seconded the motion. Resolution 2020-06 regarding wage payments during emergency library closings; P.K. Chatterjee moved to approve the resolution and Sharon Temple seconded the motion. Resolution 2020-07 regarding sick leave during an epidemic; P.K. Chatterjee moved to approve the resolution and Sharon Rogers seconded the motion. Resolutions are attached.

4. Carol Black asked for the approval of the April 23, 2020 minutes. P.K. Chatterjee moved to approve the minutes and Sharon Rogers seconded the motion.  
Citizens Participation: None                      The motion passed unanimously.

5. There was no citizens participation.

6. There were no donations to discuss.

7. Gary Davis was in attendance to report on the annual audit for fiscal year ending June 30, 2019. He remarked on the payment of \$754,000 to the City of Lakeway to retire the \$1.25 million bonds the city had issued to construct the library building. Lake Travis Community Library District has received the title to the building from the City of Lakeway. Mr. Davis reported that the audit showed good results and the District had a good report. The audit report can be examined at the library.

8. Library Director's Report – Morgan reported that the library has begun contactless curbside reserve pickup. Items are due on June 1, but fines are still forgiven for the foreseeable future. Sarah Traugott is ready to launch the online 2020 Summer Reading Program starting June 1. Staff now works in a combination of remote work and onsite work. Currently there are only 5 staff members in the building at one time. Morgan asked Karen Ballinger to present outreach news. Karen stated that the bookmobile received a new fuel pump in May and has also had its state inspection. She plans on beginning reserve curbside pickup in the next couple of weeks.

In other highlights in the report: Rachel Keeler was selected to participate in the 2020 TLA TALL Texans program. Raj Kamat has updated the homepage of the website to make social media icons more prominent. The next Library District Discussion Group is scheduled at Wells Branch Community Library on Friday, August 21<sup>st</sup>.

Library Director's full report is attached.

9. P.K. Chatterjee presented the treasurer's report. April 2020 sales tax revenue was \$96,011 and the May 2020 sales tax revenue was \$120,221. The District is in good financial shape, but the future is still uncertain. Alan Gober moved that the report be approved with a second by Sharon Rogers.  
Citizen Participation: None                      The motion passed unanimously.

10. The board discussed the Circulation Policy-Fees for Service. No action was taken.

11/12. An Executive Session was not needed.

13. Comments – There may be a need to extend the pandemic resolutions at the August 2020 board meeting.

14. Closing: Future meetings

June 25, 2020

3:30 p.m. Lake Travis Community Library

July 23, 2020

3:30 p.m. Lake Travis Community Library

15. Since there was no further business the meeting was adjourned at 4:50 p.m.

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Sharon Temple  
Secretary, Lake Travis Community Library District

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