

MINUTES OF LAKE TRAVIS COMMUNITY LIBRARY DISTRICT

BOARD OF TRUSTEES

January 28, 2021

257th 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. Morgan McMillian was also present.

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

3. The board considered three resolutions. There was no citizens participation.

A. Resolution 2021-01 – Resolution of the Board of Trustees of Lake Travis Community Library District Regarding Pandemic Response And Emergency Suspension of Policy. Sharon Rogers moved to approve the resolution and P.K. Chatterjee seconded the motion. The motion passed unanimously.

B. Resolution 2021-02 – Resolution of the Board of Trustees of Lake Travis Community Library District Regarding Wage Payments During Emergency Library Closings. P.K. Chatterjee moved to approve the resolution with a second by Sharon Temple. The motion passed unanimously.

C. Resolution 2021-03 – Resolution of the Board of Trustees of Lake Travis Community Library District Regarding Sick Leave During An Epidemic. Sharon Rogers moved to approve the resolution and P.K. Chatterjee seconded the motion. The motion passed unanimously.

4. Carol Black asked for the approval of the December 17, 2020 minutes. P.K. Chatterjee moved to approve the minutes and Sharon Rogers seconded the motion. Citizens Participation: None
The motion passed unanimously.

5. Citizens Participation: None.

6. Donations - Morgan McMillian stated that the library had received \$2,250.00 in donations. Citizens Participation: None.

7. Morgan McMillian stated that circulation statistics during December 2020 were approximately half of what they were in 2019 and OverDrive statistics were up approximately 50%. Morgan noted that four of the six hotspots purchased through the CARES grant have been distributed in the district. The virtual Noon Year's Eve party surpassed expectations. The library has two zoom accounts, and one account was increased to a 500-participant meeting limit. Sarah is planning an all-virtual 2021 Summer Reading Program. The library's preliminary population for the 2020 Annual report is 34,643. Morgan presented a suggested plan to change the analog phone system to a Voice over Internet Protocol system. The present analog system has had issues since it was first installed in 2013.
Library Director's full report is attached. Citizens Participation: None.

8. Library Reopening Process - The Library remains in Phase II with curbside service and virtual programming. The board continues to focus on the safety of library employees and Morgan remains in contact with local libraries regarding their opening policies. Morgan hopes to expand Wednesday curbside hours once the new employee begins work. Citizens Participation: None.

9. P.K. Chatterjee presented the treasurer's report. December 2020 sales tax revenue was \$123,215. January 2021 sales tax revenue was \$125,864. P.K. also discussed the reserve fund status and recommended that it be increased. Sharon Temple moved that the reserve fund be moved from

\$200,000 to \$600,000. Sharon Rogers seconded the motion. Citizens Participation: None. The motion passed unanimously. Alan Gober moved that the treasurer's report be approved with a second by Sharon Temple. Citizens Participation: None. The motion passed unanimously.

In regard to the Tuscan Village HOA issue, P.K. reported that the board's lawyer is monitoring the situation.

10/11. An Executive session was not needed, and the Board did not need to reconvene.

12. Comments – Sharon Temple tendered her resignation effective in February citing family issues.

13. Closing – Future Board Meetings:

February 25, 2021 via Zoom

March 25, 2021 via Zoom

14. Since there was no further business the meeting was adjourned at 4:45 p.m.

Sharon Temple
Secretary, Lake Travis Community Library District

Minutes Approved on _____