

MINUTES OF LAKE TRAVIS COMMUNITY LIBRARY DISTRICT
BOARD OF TRUSTEES
February 25, 2021
258th MEETING

1. 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 and Sharon Rogers. Sharon Temple and Alan Gober were absent. Morgan McMillian, Nancy Pencsak, Danielle Wilson, Sue Gilman and Gabe Garcia were also present.
2. 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 28, 2021 minutes. P.K. Chatterjee moved to approve the minutes and Sharon Rogers seconded the motion. Citizens Participation: None. The motion passed unanimously.
4. Citizens Participation: None.
5. Carol Black read the formal resignation of Sharon Temple effective immediately. The resignation was accepted. Amy Holland was appointed as a new Trustee and recited the oath of office as directed by Sue Gilman. P.K. Chatterjee nominated Amy to serve as Secretary, Carol Black seconded the motion. Citizens Participation: None. The motion passed unanimously.
6. Donations: No report.
7. Morgan McMillian presented the Library Director's Report. She introduced and welcomed Gabe Garcia who started as a Circulation Clerk on February 10. Morgan noted that the anti-harassment policy review was a procedural matter only, and not a result of any problem. She introduced the new Kanopy video streaming service and noted that it is a pay-per-use program. All summer reading programs will be virtual. Morgan reported that the 2020 Texas State Library Report has been completed. There is a new proposed phone system that will include a monthly savings of \$95.37. The Library Director's full report is attached. Citizens Participation: None.

8. Morgan McMillian reported on the Library Reopening Process noting that the plan is to stay with curbside service and virtual programming. She does not anticipate any in-person programs in 2021. P.K. Chatterjee suggested that employees should get vaccinated if possible and that an inventory of rapid tests might be considered.

At 4:11 p.m. Amy Holland was called away and left the meeting and Danielle Wilson took over taking the minutes.

9. Morgan McMillian and Danielle Wilson proposed changes to the Fees for Service Policy to eliminate the collection of fees on late materials. Sharon Rogers moved that the changes be adopted with a second from Carol Black. Citizens Participation: None. The motion passed unanimously.
10. Morgan McMillian opened for discussion a Sales Tax Collection Policy, regarding the need to submit sales tax to the state for photocopy and printing fees. The board concluded that there is no need to adopt a policy but the district will simply act in compliance.
11. P. K. Chatterjee presented the Treasurer's Report. Sharon Rogers moved that the report be approved with a second from Carol Black. Citizens Participation: None. The motion passed unanimously.
12. P. K. Chatterjee discussed the Investment Policy, with a recommendation that no changes be made. He moved that the motion be passed with a second from Sharon Rogers. Citizens Participation: None. The motion passed unanimously.
13. An Executive Session was not needed, and the Board did not need to reconvene.
14. Carol Black expressed thanks for staff and Nancy Pencsak being present at the meeting.
16. Closing – Future Board Meetings:
 - March 25, 2021 via Zoom
 - April 22, 2021 via Zoom

17. Since there was no further business, Carol Black adjourned the meeting at 4:24 p.m.

Amy Holland, Secretary
With assistance from Danielle Wilson

Minutes Approved on _____