

MINUTES OF LAKE TRAVIS COMMUNITY LIBRARY DISTRICT  
BOARD OF TRUSTEES  
December 15, 2022                      288th MEETING

1. At 3:30 p.m. Sharon Rogers called to order the meeting of the Trustees of the Lake Travis Community Library District. The meeting was held at the Lake Travis Community Library. Board Members present were Sharon Rogers, Tom Seidenstricker, PK Chatterjee, and Alan Gober. Board member Amy Holland was absent. Library Director Morgan McMillian, Hunter Hudson of Willatt and Flickinger PLLC, Bob Phillips, and Jim Ratcliff were also present. Joni Langle and Nancy Pencsak joined by Zoom.
2. The Pledge of Allegiance to the Flag of the United States of America was recited.
3. Sharon Rogers asked for the approval of the November 17, 2022 minutes. PK Chatterjee moved to approve the minutes and Tom Seidenstricker seconded the motion. Citizens Participation: None. The motion passed unanimously.
4. Citizens Participation: None.
5. Willatt & Flickinger Engagement Letter: PK Chatterjee made a motion to hire Willatt & Flickinger to perform legal services as general counsel for the district. Tom Seidenstricker seconded the motion. The motion passed unanimously.
6. Additional library facility: A discussion was held about the second library location. A preliminary settlement statement will be requested and a discussion about the differences between hiring an architect and/or design/build construction company and/or owner's representative was discussed.
7. Surplus Furniture and Equipment Policy: This agenda item was discussed during the additional library facility discussion. A revised policy was considered. PK Chatterjee made a motion to approve the revised policy. Tom Seidenstricker seconded the motion. The motion passed unanimously.
8. RFQs: The board discussed the approach to posting Request for Qualifications.
9. Financial Controls Policy: A new Purchasing Policy was considered. PK Chatterjee made a motion to approve the Purchasing Policy. Tom Seidenstricker seconded the motion. The motion passed unanimously. A revised Financial Controls policy was considered that refers to the new Purchasing Policy. Tom Seidenstricker made a motion to approve the revised policy. PK Chatterjee seconded the motion. The motion passed unanimously.
10. Donations: Morgan McMillian reported that a number of donations were made in the last month. Staff member Raj Kamat is working on a fundraising plan for the new library and the library is opening a venmo account to accept online donations. Grants for the new library were discussed. Citizens Participation: None.
11. Morgan McMillian presented the Library Director's Report and the full report is attached. Citizens Participation: None.
12. TSLAC Annual Report Comparisons: This agenda item was tabled until the January meeting. Board members are encouraged to look at the reports and be prepared for the discussion in the new year.
13. Copy Machine and Copyright Law Policy: A revised policy was considered. Tom Seidenstricker made a motion to approve the revised policy. Alan Gober seconded the motion. The motion passed unanimously.

14. Treasurer's Report: PK Chatterjee presented the Treasurer's Report. Following a brief discussion, Tom Seidenstricker made a motion to accept the report and Alan Gober seconded it. Citizens Participation: None. The motion passed unanimously.
15. Resolution 2022-07: This agenda item was tabled.
16. Executive Session: Sharon Rogers adjourned the meeting at 5:04 p.m. to go into Executive Session as allowed by Texas Government Code Section 551.074 (Personnel Matters). All remaining left the meeting.
17. At 5:13 p.m. Sharon Rogers reconvened the meeting of the Board of Trustees. Citizens Participation: None.
18. Comments: Sharon Rogers stated that the board authorized the hiring of a replacement Youth Services Librarian and a new Assistant Director in executive session. Compensation was also discussed in executive session.
19. Closing – Future Board Meetings:

January 26, 2023	3:30 p.m.	Lake Travis Community Library
February 23, 2023	3:30 p.m.	Lake Travis Community Library
20. Since there was no further business, Sharon Rogers adjourned the meeting at 5:15 p.m.

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Morgan McMillian, Acting Secretary  
Approved on \_\_\_\_\_