

MINUTES OF LAKE TRAVIS COMMUNITY LIBRARY DISTRICT  
BOARD OF TRUSTEES  
October 24, 2023                      298th MEETING

1. At 2:30 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, P.K. Chatterjee, Tom Seidenstricker, and Jim Bannerot. Amy Holland was absent. Library Director Morgan McMillian, Assistant Library Director Raj Kamat, and Gary Davis with West, Davis & Company, LLP attended.
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 September 28, 2023 minutes. Jim Bannerot made a motion to correct the minutes to reflect Tom Seidenstricker's Travis County jury duty and Tom Seidenstricker seconded the motion. The motion passed unanimously. P.K. Chatterjee made a motion to approve the amended minutes; Jim Bannerot seconded the motion. Citizens Participation: None. The motion passed unanimously.
4. Citizens Participation: None.
5. Donations: Morgan McMillian stated that there was nothing to report. Citizens Participation: None.
6. November Board Election: Morgan McMillian reported that there is no new news. The election was canceled. Jim Bannerot and Sharon Rogers will need to be sworn in at the November meeting and officers will need to be elected. Citizens Participation: None.
7. Audit: Gary Davis of West, Davis & Company, LLP discussed the clean audit for 2022-2023 and made one recommendation related to the West property purchase and related construction costs. P.K. Chatterjee made a motion to approve and accept the draft audit. Tom Seidenstricker seconded the motion. Citizens Participation: None. The motion passed unanimously. Gary Davis left the meeting at 2:45 p.m.
8. Plans to Develop Additional Facility: The board discussed progress on the West project. The Request for Competitive Sealed Proposal dates were reviewed and

potential water tank issues were discussed. Treasurer P.K. Chatterjee presented a Cash Flow Projection and discussed finances concerning the project. A discussion of a bid security certificate was discussed. P.K. Chatterjee made a motion to set a budget of \$900,000 for the purpose of obtaining a security bid deposit certificate. Tom Seidenstricker seconded the motion. Citizens Participation: None. The motion passed unanimously.

9. TIPS, The Interlocal Purchasing System: Morgan McMillian encouraged the board to join TIPS, the national purchasing cooperative that offers access to competitively procured purchasing contacts to its membership for free. Tom Seidenstricker made a motion to sign the Interlocal Agreement Between Region 8 Education Service Center and the LTCLD. Jim Bannerot seconded the motion. Citizens Participation: None. The motion passed unanimously.
10. Library Director's Report: Morgan McMillian presented the Library Director's Report and highlighted a few items. The Library Director's full report is attached. Citizens Participation: None.
11. Treasurer's Report: P.K. Chatterjee presented the Treasurer's Report for September 2023. Following a brief discussion, Tom Seidenstricker made a motion to receive the report and Jim Bannerot seconded it. Citizens Participation: None. The motion passed unanimously.
12. Discuss Board Policy Concerning Citizens Comments at Board Meetings: Jim Bannerot discussed the need to have a policy in place related to citizens comments. The board agreed that Jim Bannerot will draft a policy for the board to consider at a future meeting.
13. Executive session: Sharon Rogers adjourned the meeting at 3:45 p.m. to go into Executive Session for one agenda item. 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.

This closed session ended on October 24, 2023 at 3:48 p.m.

14. At 3:49 p.m., Sharon Rogers reconvened the Board of Trustees of the Lake Travis Community Library District to take action on one executive session item. Citizens Participation: None.

15. Comments: Future meeting dates were discussed.

16. Closing: Future Meetings November 21, 2023 at 4:00 p.m.

December 19, 2023 at 4:00 p.m.

17. Since there was no further business the meeting was adjourned at 3:50 p.m.

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Morgan McMillian, Acting Secretary

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