

MINUTES OF LAKE TRAVIS COMMUNITY LIBRARY DISTRICT
BOARD OF TRUSTEES
July 3, 2024 307th MEETING

1. At 6:08 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 in person were Sharon Rogers, Jim Bannerot and Tom Seidenstricker, and P.K. Chatterjee and Amy Holland via ZOOM. Dan Pederson of the Building Committee, Library Director Morgan McMillian, Assistant Library Director Raj Kamat and Sue Gilman also attended.
2. The Pledge of Allegiance to the Flag of the United States of America was recited.
3. Celebrations of Success: Morgan McMillian congratulated Karen Scott's transition to the new interlibrary loan system, and she presented a brief video of the construction progress of the West library.
4. Sharon Rogers asked for the approval of the May 23, 2024 minutes. Tom Seidenstricker made a motion to approve the minutes; Jim Bannerot seconded the motion. Citizens Participation: None. The motion passed unanimously.
5. Citizens Participation: None.
6. November Board Election: Sue Gilman noted that the terms of P.K. Chatterjee, Amy Holland and Tom Seidenstricker expire in November and if necessary, an election could be held on November 5, 2024. Tom Seidenstricker made a motion to call for an election; Jim Bannerot seconded the motion. Sue Gilman presented the Travis County Election Agreement, the Travis County Joint Election Agreement, and the Election Adoption Order, all which Tom Seidenstricker motioned to approve, and Jim Bannerot seconded. Citizens Participation: None. All the motions passed unanimously.
7. Donations: Morgan McMillian reported that the library has received \$112,646 from 54 donors to date. She also reported on upcoming fundraising activities including a bake sale and raffle by the Friends of the LTCL, a donation/match challenge by an anonymous donor and a possible sponsorship for the library's live music series from the Lakeway Civic Corporation.

8. Plans to Develop Additional Facility: Morgan McMillian presented the Change Order Log, showing 5 change orders totaling \$35,828, the most significant one being the addition of the fire tank. Dan Pederson noted that there may be other change orders to come but that he was pleased with the status of the project. Tom Seidenstricker made a motion to approve the change orders; Jim Bannerot seconded the motion. Citizens Participation: None. The motion passed unanimously. Morgan noted that the second payment on the contract will be made in the next week, and that signage, shelving and furniture had been ordered. The technology order will be the next focus.

Morgan McMillian presented job descriptions to hire one full-time Youth Services Librarian and 2.3 FTE library clerks to staff the West location. Jim Bannerot made a motion to hire the positions; Tom Seidenstricker seconded the motion. Citizens Participation: None. The motion passed unanimously.

Sharon Rogers noted that there are no outside cameras currently planned for the new location but that it would be prudent to consider adding them. All the Trustees agreed that outside cameras would be beneficial to protect the staff and patrons.

9. Resolution 2024-01 Authorizing a Line of Credit Application to Finance West Renovations Not to Exceed \$1 Million: Morgan presented the resolution and P.K. Chatterjee explained it and made some slight changes to it to add that as Treasurer he would sign and manage the loan documents and that the existing Library would be pledged as collateral on the loan. He further noted that although the resolution would be for a line of credit not to exceed \$1 million, the actual line of credit will be \$750,000. Jim Bannerot made a motion to approve the Resolution as revised; Amy Holland 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 full Report is attached. She also reminded the Board that the annual cyber security training is coming due.
11. Texas Municipal League Intergovernmental Risk Pool Cyber Liability and Data Breach Response Interlocal Agreement: Tom Seidenstricker made a motion to approve the agreement; Jim Bannerot seconded the motion. Citizens Participation: None. The motion passed unanimously.
12. Collection Development and Intellectual Freedom policies: Morgan McMillian noted that these policies should be reviewed annually. Sharon Rogers suggested

that action on these policies should be tabled until the next meeting to allow all Trustees time to review them.

13. Treasurer's Report: P.K. Chatterjee did not present a complete Treasurer's Report but noted that sale tax revenues for May and June were up from the same periods of the prior year and that total sales tax revenues for the year were over \$2 million.
14. Fiscal Budget for 2024-2025: P.K. Chatterjee proposed that the previous year's budget be adopted for the 2024-2025 fiscal year for the first 6 months and then be revised for the second 6 months once we have the status of the new West facility established. Jim Bannerot made a motion to approve this proposal; Amy Holland seconded the motion. Citizens Participation: None. The motion passed unanimously.
15. Audit for FY 2023-2024: Morgan McMillian reported that the audit engagement letter was received. Tom Seidenstricker made a motion to approve West, Davis to conduct the audit; Jim Bannerot seconded the motion. Citizens Participation: None. The motion passed unanimously.
16. Executive Session: Sharon Rogers adjourned the meeting at 7:28 p.m. to go into Executive Session as permitted under the Texas Open Meetings Act.
17. Reconvene: Sharon Rogers resumed the meeting of the Board of Trustees at 7:35 p.m.
18. Comments: None.
19. Future Board Meetings:

July 25, 2024	4:00 p.m.	Lake Travis Community Library
August 22, 2024	3:30 p.m.	Lake Travis Community Library
20. Closing: Since there was no further business, Sharon Rogers adjourned the meeting at 7:37 p.m.

Amy Holland, Secretary

Approved on _____