

**MINUTES OF THE BOARD OF TRUSTEES OF  
THE WESTBANK COMMUNITY LIBRARY DISTRICT MEETING**

**December 10, 2019**

A regular meeting of the Board of Trustees (“the Trustees”) of the Westbank Community Library District (“the District”) was called to order by Lyle Thormann at 8:31 AM on Tuesday, December 10, 2019, at the Westbank Community Library (“the Library”) at 1309 Westbank Drive, Austin, TX, 78746. Notice of the meeting was posted in accordance with the Texas Open Meetings Act. Trustees present: Lyle Thormann, David Oertel, Todd Crickmer, Nancy Jennings and Sumaya Saati. Others present: Director Mary Jo Finch, Resource Manager Sheri Rhodes, Public Administration Coordinator Kristi Floyd and Administrative Assistant Tess Westmoreland.

Pursuant to Agenda Item 1, “Citizen’s Communication – Citizens wishing to address the Board must sign in at the beginning of the meeting and indicate the topic on which they wish to speak. Speakers will be heard in the order of sign-in and are limited to five minutes each. Specific factual information or recitation of existing policy may be furnished in the response to inquiries, but the Board shall not deliberate or decide regarding any subject that is not included on the posted agenda,” no citizens were present.

Agenda Item 2, “Discuss and approve minutes for the Board meetings on October 3, 2019 and November 12, 2019,” a motion was made by Lyle Thormann to approve the minutes. The motion was seconded and unanimously approved.

Pursuant to Agenda Item 3, “Take action concerning the 2019 election: swear in elected candidates, complete and notarize Oath of Office and Statement of Elected Officers,” all documents were signed and notarized by the Election Coordinator. The Trustees agreed to maintain current positions.

Attachments:

Pursuant to Agenda Item 4, “Sign Conflict of Interest Statements for 2019,” the forms were completed by the Trustees.

Attachments:

Pursuant to Agenda Item 5, “Discuss and consider October 2019 financial reports,” Sheri Rhodes and Mary Jo Finch provided a narrative.

Attachments:

Pursuant to Agenda Item 6, “Discuss and approve the 3rd Quarter Investment Report,” Mary Jo Finch provided a narrative. A motion was made by Lyle Thormann to approve. The motion was seconded and unanimously approved.

Attachments:

Pursuant to Agenda Item 7, “Meet in Executive Session to discuss personnel matters. Take action in open meeting regarding approval of extended leave agreements,” the Board and Mary Jo Finch excused themselves at 8:45 AM. The Board and Mary Jo Finch returned at 9:09 AM. A motion was made by Lyle Thormann to approve extended leave agreements for two employees. The motion was seconded and unanimously approved.

Pursuant to Agenda Item 8, “Discuss and consider the report of the Library Director concerning library operation including changes to membership types and our new intern program,” Mary Jo Finch provided a narrative.

Attachments:

Pursuant to Agenda Item 9, “Consider by staff report, without discussion, such other matters as may come before the Board and as may be necessary to carry out the business of the District, to direct the formulation of agenda items for the next meeting, and to set the date of the next meeting,” the Board meeting was set for Wednesday, January 15, 2020 at 8:30 AM. It will be held at the Laura Bush Community Library. A motion was made to adjourn the meeting at 9:45 AM. The motion was seconded and unanimously approved.

Lyle Thormann  
President

1-15-20  
Date

Nancy J. Jennings 1/15/20  
Secretary Date