MINUTES
CANYON LAKE COMMUNITY LIBRARY DISTRICT
BOARD OF TRUSTEES
August 23, 2023

A regular meeting of the Board of Trustees of the Canyon Lake Community Library District was called to order by Susan Bogle, President, at 1:30pm on August 23, 2023. Notice of the meeting was posted in accordance with the Open Meetings Act. Participating were Trustees Susan Bogle, Rich Prins, Bob Arnold, and Cheryl Pantermuehl. Natalie Shults, Library Director, Terry Evans, President of the Friends, and Sandra Anna-John, Recording Clerk, were also present.

Pursuant to Agenda Item 1, “Public Comment, as authorized under the terms of the Open Forum Policy adopted by the Board of Trustees August 29, 2001, 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 response to inquiries, but the Board shall not deliberate or decide regarding any subject that is not included on the posted agenda”. One member of the public signed in and was in attendance for the later part of the meeting.

Pursuant to Agenda Item 2, “Receive, discuss, and consider report of the Friends of TPML”, Friends President Evans gave updates on the activities of the Friends. 
Attachments on File.

Pursuant to Agenda Item 3, “Discuss, ensure the accuracy of, and approve minutes for the Regular Meeting of July 26, 2023”, the Board reviewed and approved the minutes for the Regular Meeting of July 26, 2023.
Attachment on File.

Pursuant to Agenda Item 4, “Discuss and consider the financial and investment reports of the District for the month”, Library Director Shults reviewed the financials and budget to date. The Board reviewed and approved the Financial Reports. Trustee Arnold reviewed the Sales Tax and Investments. The Board discussed the district’s Sales Tax and Investments.
Attachments on File.

Pursuant to Agenda Item 5, “Discuss and consider the renovation/expansion options for the library”, Trustee Pantermuehl reviewed the progress of the RFP after a consultation with the attorney reviewing the documents. Revisions were done based on the consultation. The Board consensus was to approve the revisions for the RFO/RFP and acquire a letter or email from the attorney attesting the RFO/RFP is legally sufficient to accomplish our objectives.
Attachment on File.

Pursuant to Agenda Item 6, “Receive, discuss, and consider library policies and take appropriate action”, Library Director Shults presented a Makerspace Policy. The Board discussed the policy. Trustee Arnold moved to accept the Makerspace Policy with referenced modification per Board discussion. The motion was seconded and unanimously approved.
Attachment on File.
Pursuant to Agenda Item 7, “Receive, discuss and consider ongoing facilities maintenance and take appropriate action”, Library Director Shults reviewed the status of repairs and maintenance in her director’s report and the progress of the A/C repair. Attachment on File.

Pursuant to Agenda Item 8, “Receive, discuss and consider the Library Director’s Report on the operation of the library and take appropriate action”, Library Director Shults gave updates on the operations of the library. The Board discussed the information presented in her written report. The Board consensus was to approve two staff training days with one in spring and one in late summer in 2024. The Board discussed the joining of the Texas SmartBuy Membership Program. Trustee Prins moved to do a resolution to join the Texas SmartBuy Membership Program in accordance with their resolution form. The motion was seconded and unanimously approved. Attachments on File.

Pursuant to Agenda Item 9, “Consider in Executive Session (if needed) as authorized by Government Code, sections 551.071 - 551.076 and 551.082 - 551.084”, Trustee Prins moved that the Regular Board meeting adjourn so that the Board could briefly discuss a confidential contracting matter in Executive Session. The motion was seconded and unanimously approved. The regular session adjourned at 4:45pm; the one member of the public in attendance departed; Executive Session convened at 4:50pm and adjourned at 5:10pm; and Regular Session reconvened at 5:15pm with no members of the public present. Trustee Prins moved that the Board ratify the recent contract purchase of a 2023 Ford Transit 350 van. The motion was seconded and unanimously approved. Attachments on File.

Pursuant to Agenda Item 10, “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 formation of agenda items for the next meeting, and to set the date of the next meeting”, the Board unanimously agreed that the next regular meeting will be Wednesday, September 27, 2023 at 1:30pm. At 5:25pm, Trustee Allen moved to adjourn the meeting. The motion was seconded and unanimously approved.

Susan Bogle, President 8-23-2023

Cheryl Pantermuehl, Secretary 8/23/2023

Sandra Anna-John, Recording Clerk 8/23/2023