



Notice and Agenda of January 24, 2025, Board of Trustees Meeting at 10:00am

A Regular Meeting of the Board of Trustees of Liberty Hill Public Library District is January 24, 2025, beginning at 10:00am at Hughes and Company Real Estate Office, 3106 Ranch to Market Rd 1869, Liberty Hill, TX 78642.

The subjects to be discussed or considered upon which any formal action may be taken are listed below. Items do not have to be taken in the same order as shown on this meeting notice. Unless removed from the consent agenda, items identified within the consent agenda will be acted on at one time. Prior to consideration of agenda subjects, the Board will hear public comments from any member of the public who has complied with District procedures for signing up to speak.

If, during the course of the meeting covered by this agenda, the Board should determine that a closed session of the Board should be held or is required in relation to any item included on this agenda, then such closed session as authorized by Section 551.001 et seq of the Texas Government Code (the Open Meetings Act) will be held by the Board at that date, hour and place given in this agenda or as soon after the commencement of the meeting covered by this agenda as the Board may conveniently meet in such closed session concerning any and all subjects and for any and all purposes permitted by Sections 551.071 – 551.084, inclusive, of the Open Meetings Act.

I. Determination of Quorum, Call to Order, and Pledges of Allegiance

II. Public Comments/Citizen Participation

III. Discussion Items

- A. Sales Tax Report
- B. Investment Report.
- C. Library Director's Report
- D. 720 Design's presentation from the December 10, 2024 meeting.
- E. Purchasing a yearly subscription to QuickBooks Online from TechSoup.
- F. Purchasing a monthly subscription to Gusto for payroll and time sheets.
- G. Discuss the 24FY September 2024 Financial report.
- H. Discuss the scope of work for Stephanie's Accounting.
- I. Discuss engaging Verabank merchant services.
- J. Discuss financial and bookkeeping.
- K. 2025 Election.

IV. Action Items

- A. Discuss and approve the minutes of the November 18, 2024 special meeting.

- B. Discuss and approve the minutes of the December 10, 2024 meeting.
- C. Discuss and approve the minutes of the December 16, 2024 special meeting.
- D. Discuss and approve the September 2024 monthly financials.
- E. Discuss and approve the October 2024 monthly financials.
- F. Discuss and approve the November 2024 monthly financials.
- G. Discuss and approve the December 2024 monthly financials.
- H. Approve a yearly subscription to QuickBooks Online from TechSoup.
- I. Approve a monthly subscription to Gusto for payroll and time sheets.
- J. Approve the scope of work and hiring of Stephanie's Accounting as the District's accounting firm.
- K. Discuss and approve a resolution for Stephanie Roberts of Stephanie's Accounting to have online access to any and all depository accounts of the Library District.
- L. Discuss and approve Verabank merchant services.
- M. Discuss and approve the resolution of the Order Calling for the 2025 Election.

V. Closed Session (authorized by TX Gov't Code Section 551.071, 551.129, 551.074)

- A. Discuss and receive legal advice from its attorney on matters that should be confidential under Texas Government Code Section 551.071 (2).
- B. Personnel: Consider Appointment, Employment, Evaluation, or Duties of Professional Employees
- C. Discussion of Purchase, Exchange, Lease, or Value of Real Property (This may involve consultation with an attorney as permitted under section 551.071.)

VI. Action on items discussed in closed session.

VII. Adjourn

This agenda was posted on the bulletin board of the District's main building located at 355 Main Street, Liberty Hill, TX 78642.

By: _____
 Terrie Chambers
 Liberty Hill Public Library District Board President



Notice and Agenda of February 14, 2025, Board of Trustees Special Meeting at 2:00pm

A Special Meeting of the Board of Trustees of Liberty Hill Public Library District is February 14, 2025, beginning at 2:00pm at Liberty Hill Public Library District, 355 Main Street, Liberty Hill, TX 78642.

The subjects to be discussed or considered upon which any formal action may be taken are listed below. Items do not have to be taken in the same order as shown on this meeting notice. Unless removed from the consent agenda, items identified within the consent agenda will be acted on at one time. Prior to consideration of agenda subjects, the Board will hear public comments from any member of the public who has complied with District procedures for signing up to speak.

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I. Determination of Quorum, Call to Order, and Pledges of Allegiance

II. Public Comments/Citizen Participation

III. Discussion Items

- A. May 3, 2025 Election
- B. Assistance with deadlines February 20-February 27.
- C. Discuss setting the date for drawing names of candidates for places on the ballot and mail notice to candidates of the drawing, in writing on February 17.

IV. Action Items

- A. Discuss and approve the contract for the May 3, 2025 election with Williamson County
- B. Discuss and approve the New Adoption of Equipment Resolution for the May 3, 2025 election.
- C. Discuss and approve the Order of General Election Resolution for the May 3, 2025 election.

- D. Discuss and approve presiding and alternative judges for the May 3, 2025 election.
- E. Discuss and approve any other resolutions, orders, or other issues relating to the May 3, 2025 election as advised by the attorney for Liberty Hill Public Library District.

V. Closed Session (authorized by TX Gov't Code Section 551.071, 551.129, 551.074)

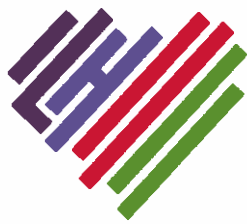
- A. Discuss and receive legal advice from its attorney on matters that should be confidential under Texas Government Code Section 551.071 (2).
- B. Personnel: Consider Appointment, Employment, Evaluation, or Duties of Professional Employees
- C. Discussion of Purchase, Exchange, Lease, or Value of Real Property (This may involve consultation with an attorney as permitted under section 551.071.)

VI. Action on items discussed in closed session.

VII. Adjourn

This agenda was posted on the front door of the District's main building located at 355 Main Street, Liberty Hill, TX 78642.

By: _____
Terrie Chambers
Liberty Hill Public Library District Board President



Notice and Agenda of February 18, 2025, Board of Trustees Meeting at 7:00pm

A Regular Meeting of the Board of Trustees of Liberty Hill Public Library District is February 18, 2025, beginning at 7:00pm at Liberty Hill Public Library District, 355 Main Street, Liberty Hill, TX 78642.

The subjects to be discussed or considered upon which any formal action may be taken are listed below. Items do not have to be taken in the same order as shown on this meeting notice. Unless removed from the consent agenda, items identified within the consent agenda will be acted on at one time. Prior to consideration of agenda subjects, the Board will hear public comments from any member of the public who has complied with District procedures for signing up to speak.

If, during the course of the meeting covered by this agenda, the Board should determine that a closed session of the Board should be held or is required in relation to any item included on this agenda, then such closed session as authorized by Section 551.001 et seq of the Texas Government Code (the Open Meetings Act) will be held by the Board at that date, hour and place given in this agenda or as soon after the commencement of the meeting covered by this agenda as the Board may conveniently meet in such closed session concerning any and all subjects and for any and all purposes permitted by Sections 551.071 – 551.084, inclusive, of the Open Meetings Act.

I. Determination of Quorum, Call to Order, and Pledges of Allegiance

II. Public Comments/Citizen Participation

III. Discussion Items

- A. Investment Report.**
- B. Sales Tax Report**
- C. Training required by the State of Texas for the Board of Trustees**
 - Cybersecurity Training
 - Public Information Act Training
 - Open Meetings Act Training
 - Public Funds Investment Training (Investment Officer and/or others that are interested or have need to)
- D. Library Director's Report**
- E. Discussion of any issues pertaining to the May 3, 2025 Election**

IV. Action Items

- A. Discuss and approve the minutes of the November 18, 2024 special meeting.**
- B. Discuss and approve the minutes of the December 10, 2024 meeting.**
- C. Discuss and approve the minutes of the December 16, 2024 special meeting.**
- D. Discuss and approve the minutes of the January 24, 2025 meeting.**
- E. Discuss and approve the September 2024 monthly financials**

- F. Discuss and approve the October 2024 monthly financials.
 - G. Discuss and approve the November 2024 monthly financials.
 - H. Discuss and approve the December 2024 monthly financials.
 - I. Discuss and approve the Check Requisition Policy.
 - J. Discuss and approve the Employee Mileage Reimbursement Policy.
 - K. Discuss and approve the Conference, Meeting, Seminar, Training, & Workshop Attendance Policy.
 - L. Discuss and approve the standard letter of engagement and proposal for services from Williamson Tax and Bookkeeping.
 - M. Discuss and approve Board Resolution giving Williamson Tax and Bookkeeping access to all operational and investment bank accounts for the District.
 - N. Discuss and approve guidance, next steps, and direction for 720 Design to complete strategic building plan.
- V. Closed Session (authorized by TX Gov't Code Section 551.071, 551.129, 551.074)
- A. Discuss and receive legal advice from its attorney on matters that should be confidential under Texas Government Code Section 551.071 (2).
 - B. Personnel: Consider Appointment, Employment, Evaluation, or Duties of Professional Employees
 - C. Discussion of Purchase, Exchange, Lease, or Value of Real Property (This may involve consultation with an attorney as permitted under section 551.071.)
- VI. Action on items discussed in closed session.
- VII. Adjourn

This agenda was posted on the front door of the District's main building located at 355 Main Street, Liberty Hill, TX 78642.

By: _____
 Terrie Chambers
 Liberty Hill Public Library District Board President