LIBERTY HILL
PUBLIC LIBRARY DISTRICT
THE HEART OF THE HILL

Notice and Agenda September 15, 2026, Board of Trustees Meeting at 6:00 pm

A Regular Meeting of the Board of Trustees of Liberty Hill Public Library District is on September 15, 2026, beginning at 6:00 pm at the **Liberty Hill Museum**, next door to the Liberty Hill Public Library District, 355 Main Street, Liberty Hill.

The subjects to be discussed or considered, or 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. Before 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 (Please sign up to speak; the forms are at the door and must *be turned in before the call to order.)*

III. Discussion and Action Items

A. Consideration and possible action to approve the previous meeting's minutes for June, July, August 2026.

B. Decide next meeting date

C. Librarian's report

D. Discussion and possible action to:

1. Approve financials.
2. Increase capital expenditure threshold from $500.00 to $5,000.00.
3. Liquidate CDs at Prosperity Bank, R-Bank and Southstar Bank.
4. Make a budget adjustment for May 2026 election.
5. Make a budget adjustment for May 2026, Sales tax revenue.

E. Discussion to follow-up on benefits, including life insurance.
F. Progress report on new library building project.
G. Discussion of fundraising capital campaign and lending for the new library project.
H. Report on Friends of Library.
I. Discuss and take action on Library Director Evaluation

IV. 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.)

V. Action on items discussed in closed session.

VI. 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: ______________________________
Laurie Nord
Liberty Hill Public Library District Board President

Minutes of Special Meeting
June 23, 2026

A Meeting of the Board of Trustees of Liberty Hill Public Library District was called to order June 23, 2026 at 5:59 pm.

Attendance
- Voting Members: Terrie Chambers, Mike Gandy, Lisa Messana, Laurie Nord and Jim Wofford
- Guest: Library Director Julie Pearson

Public Comments/Citizen Participation

None

Action Items
- Confirmed the check has cleared for the final land payment.
- Deferred approval of the 2024 and 2025 Annual Audits because we do not have the final audits yet.
- Library Director Julie Pearson gave the Librarian's Report.
- Deferred discussion of retirement RFP until we have time to review it.
- Discussed WI-FI options considering the museum next door to the library. No action was taken.

Entered executive session at 7:30 pm. Exited executive session at 8:12 pm. No action was taken.

Motions
- A motion passed to approve minutes of the following meetings: May 8, May 12, May 19 and May 26. (Terrie/Jim/For: Terrie, Jim, Laurie, Lisa, Present: Mike)
- A motion passed to cancel Endurium's services per the contract. (Lisa/Jim/All)
- A motion passed to approve the April and May financials as amended with notes. (Laurie/Lisa/All)
  - Note: Month End Budget Actuals – May 31st, 2026: April 30th shows a negative sales tax income. We cut a check, but it was netted against our taxes. This is why we show a negative tax income. We need to show that check as an expense.
  - Note: A payment was made to RBank for the payoff of the land. It needs to be noted or shown somehow that this was a payment.
- A motion passed to authorize a budget amendment of up to $6,000 for a Quickbooks subscription. (Terrie/Laurie/All)

Meeting was adjourned at 8:20 pm (Terrie/Laurie/All)

Next meeting is scheduled for July 21, 2026 at 6:00 pm.

By: ______________________________________

Lisa Messana

Liberty Hill Public Library District Board Secretary

LIBERTY HILL
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Minutes of Regular Meeting
August 18, 2026

A Meeting of the Board of Trustees of Liberty Hill Public Library District was called to order August 18, 2026 at 5:57 pm.

Attendance
- Voting Members: Bob Calvisi, Terrie Chambers, Lisa Messana, Laurie Nord and Jim Wofford
- Guest: Library Director Julie Pearson, Library Finance Manager David Tropea, Gary Davis from West, Davis & Company

Public Comments/Citizen Participation
None

Action Items
- Deferred approval of the minutes.
- Library Director Julie Pearson gave the Librarian's Report.
- Gary Davis gave a presentation regarding the 2024 financial audit.

Entered executive session at 7:45 pm. Exited executive session at 8:01 pm. No action was taken.

Motions
- A motion passed to approve the Longevity Pay Policy as presented (Lisa/Terrie/All)
- A motion passed to approve the Resolution to accept the FY 2024 Annual Financial Statements and Audit Report as presented by Gary Davis from West, Davis & Company (Laurie/Terrie/All)
- A motion passed to approve the Emergency Closing Policy including the Emergency Checkout Log (Terrie/Bob/All)
- A motion passed to approve the July 2026 financials (Laurie/Terrie/All)
- A motion passed to approve the Resolution giving Laurie Nord the authority to sign an agreement with Hidell & Associates (Lisa/Terrie/All)
- A motion passed to approve the Resolution to accept the Fiscal Year 2027 budget (Lisa/Jim/All)
- A motion passed to approve the Resolution to adopt the Liberty Hill Public Library Board of Directors Investment Policy and add David Tropea and Bob Calvisi as Investment Officers (Lisa/Terrie/All)
- A motion passed to choose Texas Class Investment Pool to invest the library's surplus cash to optimize earnings and meet future liquidity needs. (Bob/Lisa/All)
- A motion passed to approve the Resolution to remove former Board Member Mike Gandy and former Present Terrie Chambers and add President Laurie Nord and Treasurer Bob Calvisi as authorized signers on all depository accounts. (Lisa/Jim/All)
- A motion passed to approve the Resolution to add Finance Manager David Tropea to be granted viewing authority and become an authorized signor on the District's depository operating account at Vera Bank.

Meeting was adjourned at 9:33 pm (Bob/Laurie/All)

Next meeting is scheduled for September 15, 2026 at 6:00 pm.

By: ______________________________________
Lisa Messana
Liberty Hill Public Library District Board Secretary

Discussion and approval to liquidate CD's at Prosperity Bank, R-Bank and Southstar Bank

Agenda Date: 15 September 2026

Presenter: David Tropea

Strategic Goal: Manage Responsibly

STAFF RECOMMENDATION FOR THE ACTION TO BE TAKEN

Divest of CD at local financial institutions and move proceeds to the library's Texas Class Investment pool accounts.

SUMMARY

In accordance to the Liberty Hill Public Library District's Investment policy, the investment committee request the direction to move funds from the various banks to the library's Texas Class Investment Pool account. This action will retain the goals of the investment policy of safety and yield but also provides same day liquidity to move funds to the operating account without penalty for early withdrawal.

FINANCIAL

There is no budgetary impact.

LEGAL

None

COMMITTEE PARTICIPATION

Finance Committee recommends liquidation.

DETAILS

The library holds 3 Certificates of Deposit with 3 entities, each with amounts, rates and terms:

Bank	Amount	Rate	Term
R Bank	$250,000	3.54	6 month-9/18/2026 renews 3/18/27
Southstar Bank	$250,000	3.65	6 month-9/01/2026; renews 3/1/27
Prosperity Bank	$250,000	3.50	4 month-10/01/2026

MOTION

I move to authorize the City to redeem the certificates of deposit held at R Bank, SouthStar Bank, and Prosperity Bank as they mature, with the proceeds to be deposited into the City's Texas Class Investment Pool Account.

ATTACHMENT DETAILS

None

ATTACHMENTS

None

Purpose: Budget Adjustment for May 2026 - Election

Date: September 15, 2026

Presenter: David Tropea

Strategic Goal: Manage Responsibly

STAFF RECOMMENDATION FOR THE ACTION TO BE TAKEN

Adjustment for FY 2026 Trustee Election not budgeted for FY 2026

SUMMARY

The library was needed to conduct an election for two trustees whose term was expiring in 2026. It was scheduled for May of 2026. The library was unaware of the size of the expense, and it was not budgeted contemplated in original budget.

FINANCIAL

Election cost as assessed to the library was $47700.15. The library would like to use funds budgeted from surplus of budgeted funds for the Summer Reading Program and from Payroll Expenses

DETAILS

Account		Debit	Credit
Professional Fees: Election		47,800.00	
Summer Reading Program			10,000.00
Payroll Expenses			37,800.00
To adjust for unforeseen LHPL Library expenses from Budget Surplus			

MOTION

“I move to authorize the City to prepare the entry to the FY 26 budget for and move budgeted funds to the adjusted account classifications.

ATTACHMENT DETAILS

None

ATTACHMENTS

None

Purpose: Budget Adjustment for May 2026 - Capital Expenditures

Date: September 15, 2026

Presenter: David Tropea

Strategic Goal: Manage Responsibly

STAFF RECOMMENDATION FOR THE ACTION TO BE TAKEN

Adjustment for FY 2026 Upgrade Computer and Rugs for Library Floor

SUMMARY

Due to the wear of area rugs, the library would like to replace worn area rugs and charge office expenses. The library will also replace 4 older generation desktops for staff. The library will buy 3 new desktops and one laptop and charge Capital Expenditure. Older generation will be repurposed with in the library for patron use or retired. The Library budgeted website development under professional services and as a separate line item. Will move the budget surplus to office and capital expenditure.

FINANCIAL

The cost of the area rugs will be charged to Office Expense, and the Computers will be charged to Capital Expenditure

DETAILS

Account		Debit	Credit
Capital Expenses		4,800	
Office Expenses		1,500	
Website			6,300
To adjust for IT Upgrade and Library rugs for story time			

"I move to authorize the City to prepare the entry to the FY 26 budget for and move budgeted funds to the adjusted account classifications.

ATTACHMENT DETAILS

None

ATTACHMENTS

None

Purpose: Budget Adjustment for May 2026 – Sales Tax Revenue

Date: September 15, 2026

Presenter: David Tropea

Strategic Goal: Manage Responsibly

STAFF RECOMMENDATION FOR THE ACTION TO BE TAKEN

Adjustment to FY 2026 Sales Tax Revenue

SUMMARY

During FY 2026 the Comptroller of Public Accounts of Texas (CPA) figured out that sales tax revenue was paid to the library that was not in the taxing authority. Th entity in question moved location and did not update their new physical location certificate with the CPA. It resulted in $165,297.56 overpayment. Statue requires repayment. The CPA offered the library several repayment options. The board of Trustees voted to pay the full balance and take advantage of the 2% reduction.

FINANCIAL

The $161,991.90 was repaid in April of 2026. Year - end projections are forecasted to be $1,600,700 which will exceed budgeted amount of $1,524,000 or $77,700, or 5%. Since there will be a surplus of sales tax revenue forecasted, staff recommend no budget adjustment for FY 2026.

DETAILS

Account		Debit	Credit
No budget entry			

MOTION

"I move to authorize the City to create a memo entry to the FY 26 budget for repayment of sales tax to Comptroller of Public Accounts."

ATTACHMENT DETAILS

None

ATTACHMENTS

None

Julie Pearson Performance Evaluation
Library Director-Liberty Hill Public Library
September 2026

1) Board

To what extent does the Executive Director work and communicate with the board to achieve the library's success?

Examples include developing strategies to achieve mission and goals, helping run efficient and effective meetings, providing support and leadership, and communicating to the board vital and relevant information in a timely manner.

Unsatisfactory (1), Needs Improvement (2), Satisfactory (3), Exceeds Expectations (4)
BOARD EVALUATION:

2) Staff

How well does the Execute Director support, lead, and develop the staff so that they are a cohesive team?

Examples include leading your staff in building a world-class culture of excellence, accountability and respect, developing and improving your staff, leading effective meetings, team building events, and employee appreciation.

Unsatisfactory (1), Needs Improvement (2), Satisfactory (3), Exceeds Expectations (4)
BOARD EVALUATION:

3) Budget and Financial Sustainability

What was the communication and transparency around the budget, and how well were the financial goals translated?

Examples include working with staff and board to prepare budgets, monitor progress and initiating changes as appropriate, assuring adequate control and accounting of all funds and establishing positive relationships with institutional funders like foundations.

Unsatisfactory (1), Needs Improvement (2), Satisfactory (3), Exceeds Expectations (4)
BOARD EVALUATION:

4) Community Leadership

To what degree has the Executive Director embraced their role in the community and has a positive relationship with the community?

Examples include connecting with local organizations for partnerships and funding opportunities, attending community events, serving as an effective spokesperson and representing the library well to all constituents.

Unsatisfactory (1), Needs Improvement (2), Satisfactory (3), Exceeds Expectations (4)
BOARD EVALUATION:

5) Professional Development

How has the Executive Director sought out leadership and development tools and incorporated those learned methods into the daily work of the library?

Examples include seeking out training for higher leadership and following those principles, working with other special purpose districts for furthering the growth of the library, connecting with other library professionals and help mentor the new librarians as they develop.

Unsatisfactory (1), Needs Improvement (2), Satisfactory (3), Exceeds Expectations (4)
BOARD EVALUATION:

6) What are 1-3 areas of growth shown this year?

BOARD EVALUATION:

7) What areas will you aim to improve in the coming year?

BOARD EVALUATION:

8) How can the Board best support you in your role as Director?

BOARD EVALUATION:

9) Year-End Overall Assessment

BOARD EVALUATION:

10) Goals for 2025-2026 FISCAL Year

BOARD EVALUATION:

Employee Signature

Board President Signature

Date