

**MINUTES OF LAKE TRAVIS COMMUNITY LIBRARY DISTRICT
BOARD OF TRUSTEES
February 16, 2011**

At 4:00 p.m., President Carol Black called to order the one hundredth and twentieth meeting of the Trustees of the Lake Travis Community Library District. The meeting was convened in the Lake Travis Community Library. Board Members present were Carol Black, Sharon Rogers, Nancy Pencsak, Bob Johntz, and PK Chatterjee. Attendees were Morgan McMillian and Jean Dowdy.

The Pledge of Allegiance to the Flag of the United States of America and the Flag of the State of Texas were recited.

3. Nancy Pencsak, Board Secretary, asked for the approval of the February 7, 2011 minutes. Sharon Rogers made a motion to approve the minutes as presented. Bob Johntz seconded the motion. The motion passed unanimously.

4. CITIZENS PARTICIPATION: None.

5. Sue Gilman led a discussion regarding the election of two Board Trustees on May 14, 2011. The positions held by Bob Johntz and Sharon Rogers will be on the ballot. If no changes have been made to precincts, it is possible that the letter to the United States Justice Department will not be necessary in the future. In Sue Gilman's absence on March 14th, Morgan McMillian will conduct the drawing for a place on the ballot.

6. The Treasurer's Report was presented by PK Chatterjee. The sales tax receipts for January were \$44,365; February receipts are \$45,018.63.

CITIZENS PARTICIPATION: Jean Dowdy expressed concerns that sales taxes collected in Briarcliff may be credited to the city of Spicewood, Texas.

Nancy Pencsak made a motion to approve the treasurer's report. Bob Johntz seconded the motion. The motion passed unanimously

7. Bob Johntz discussed the Lease Agreement with the owner of the shopping center. Wayne Goldstein, Commercial Management Group Provost Group, Inc. emailed the following response to both Bob Johntz and Carol Black. "We are in receipt of both the email and US Mail letters which show your desire to exercise the Library's first of four options. Let this email confirm that the term for the Lake Travis Community Library District now expires August 31, 2011."

PK Chatterjee expressed the need to notify the Provost Group that the library will probably need to exercise the remaining 3 options.

CITIZENS PARTICIPATION: None.

8. The Audit Recommendations for Financial Statement Reconciliation and Check Writing procedures will be taken up at the next meeting.

9. Pro-forma architecture has begun work on the construction documents. This has involved additional compensation for consultants to redesign work required by the new property line reconfiguration and its impact on the building and site. Jeff Bulla of pro-forma architecture, inc. has submitted "Change in Service Agreement No. 2 – Design Revisions Due to Property Line Changes." The Building Committee chair, Frank Black, and Carol Black have reviewed this document. Additionally, the Board of Trustees has been provided with copies of same. Carol Black will sign this Change in Service Agreement No.2.

Phillip Jones of pro-forma architecture, inc. visited the library on Thursday, February 10th. He went over construction plans with members of the Building Committee and members of the Programming Committee. Dave Benson, Carol Black, Frank Black, Bob Johntz, Helen Kott, Morgan McMillian, and P. A. Penley were in attendance. Discussions were held on the interior of the building and the surrounding landscape. Mr. Jones was asked to go no farther than 70% on the construction plans to adhere to reviews that have to take place. Before this meeting, Mr. Jones had meetings with Steve DeGroot, the Landscape Designer, and Shannon Burke, City of Lakeway, to go over the construction plans. The Building Committee is planning a visit to the Joann Cole Mitte Library in Bertram, Texas on Thursday, February 17th. This library was designed by pro-forma architects, inc. They will meet with the Library Director, Ann Brock, and the volunteer Building Committee that assisted the architects in construction.

CITIZENS PARTICIPATION: None.

10. & 11. The blue line survey required by Platinum Title Partners was executed by Paul C. Sauve, Jr. A review copy was sent to the Building Committee and pro-forma architects, inc. for input. Jeff Bulla states that he and Phillip Jones "both looked at the survey and have no comments. Looks fine." Carol Black asked Mr. Sauve to submit the final version to the title company, which was done. Mr. Sauve is mailing two hard copies of the blue line survey to the library. There has been no contact from JH Tuscan Village, L.P. and no date for closing with Platinum Title Partners has been set.

CITIZENS PARTICIPATION: None

12. Sharon Rogers gave a Fund Raising Committee update. The Lions Club is planning a Spaghetti Supper, on Wednesday, April 6th at the Lakeway Activity Center to benefit the library.

CITIZENS PARTICIPATION: None.

13. Morgan McMillian presented the Library Director's Report.

CITIZENS PARTICIPATION: None

No Executive sessions were held.

A discussion was held regarding future meetings of the Board of Trustees for the Lake Travis Community Library District. The next meeting will be at 6:00 p.m. on March 14, 2011. Another meeting is scheduled for April 20, 2011 at 4:00 p.m.

Since there was no further business the meeting was adjourned at 5:34 p.m.

Nancy Pencsak, Secretary
Board of Trustees
Lake Travis Community Library District