

**MINUTES OF LAKE TRAVIS COMMUNITY LIBRARY DISTRICT
BOARD OF TRUSTEES
March 14, 2011**

At 6:00 p.m., Vice-President Sharon Rogers called the one hundred and twenty-third meeting of the Trustees of the Lake Travis Community Library District to order. The meeting was convened in the Lake Travis Community Library. Board Members present were Sharon Rogers, Nancy Pencsak, Bob Johntz, and PK Chatterjee. Carol Black was absent. Attendees were Morgan McMillian, Jean Dowdy, and Amy Holland.

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 16, 2011 minutes. PK Chatterjee made a motion to approve the minutes. Bob Johntz seconded the motion. The motion passed unanimously.

Nancy Pencsak, Board Secretary, asked for the approval of the March 3, 2011 minutes. PK Chatterjee made a motion to approve the minutes as corrected. Bob Johntz seconded the motion. The motion passed unanimously. Correction: agenda item 5, change 1.563 acres to read 1.653 acres.

Nancy Pencsak, Board Secretary, asked for the approval of the March 10, 2011 minutes. PK Chatterjee made a motion to approve the minutes. Bob Johntz seconded the motion. The motion passed unanimously.

4. CITIZENS PARTICIPATION: None.

5. Morgan McMillian discussed the May 14, 2011 election. She stated that as of 5:00 p.m. only two candidates had filed. Also, at 5:30 p.m. there was a drawing for places on the ballot, and Sharon Rogers is first on the ballot, Bob Johntz is second on the ballot. Ms. McMillian suggested that because the two candidates were unopposed that the Board cancel the election.

CITIZENS PARTICIPATION: None.

PK Chatterjee made a motion to cancel the May 14, 2011 election and declare the candidates elected. Nancy Pencsak seconded the motion. The motion passed unanimously. Ms Sue Gilman will notify Travis County of the cancellation. The candidates will be sworn in to office at the May 18, 2011 meeting. The Justice Department has notified the District that a letter to the Department will not be necessary for future elections, unless there is a change in the joint election procedures.

6. At the Board meeting on March 3, 2011, the deed transferring 1.653 acres of real property located off Lohman's Crossing in Lakeway, Texas, from JH Tuscan L.P. to the Lake Travis Community Library District was signed by Mr. Haythem Dawlett and Carol Black. The Bargain Sale Agreement stated that the LTCLD would submit the exterior construction plans to Mr. Dawlett when these were 75% complete. Pro-forma architecture, inc. submitted electronic and hard copy plans on March 7, 2011. Mr. Dawlett has five days to make comments regarding these plans. It was noted that confirmation of Mr. Dawlett's approval had been received.

CITIZENS PARTICIPATION: Jean Dowdy congratulated the Board.

7. The Treasurer's Report was presented by PK Chatterjee. Sales Tax receipts for February were \$45,019 and for March were \$33,239. It was noted that there is a budget surplus for February of \$18,761.

CITIZENS PARTICIPATION: None.

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

8. PK Chatterjee and Bob Johntz discussed the need to change the District's Fiscal year.

CITIZENS PARTICIPATION: None.

PK Chatterjee made a motion to change the current Fiscal Year to run from July 1, 2010 to September 30, 2011, and thereafter to run from October 1, 2011 to September 30, 2012. Nancy Pencsak seconded the motion. The motion passed unanimously.

9. Bob Johntz discussed the Lease Agreement with the owner of the shopping center. At this time, no action is needed.

CITIZENS PARTICIPATION: None.

10. PK Chatterjee discussed the Audit Recommendations for Financial Statement Reconciliation and Check Writing procedures.

Bob Johntz made a motion to adopt Resolution 2011-3, requiring two signatures on any transaction of funds over \$5,000; and Resolution 2011-4, strengthening the reconciliation of finances. PK Chatterjee seconded the motion.

CITIZENS PARTICIPATION: Amy Holland noted approval of Resolution 2011-4, but felt that Resolution 2011-3 was not necessary. The motion passed unanimously.

11. PK Chatterjee discussed the presentation to the Lakeway City Council on Friday, March 11, 2011.

Mr. Chatterjee asked that the City Council hold an election to issue a bond on behalf of the LTCLD. The LTCLD would borrow these funds and pay back same over a period of 15 years.

The Lakeway City Council voted unanimously to support this action. The bond election will take place on May 14, 2011.

CITIZENS PARTICIPATION: None.

12. There was a discussion on professional services to secure proper collection of sales tax.

PK Chatterjee will get information from the City of Lakeway on the progress of their efforts with a professional agency.

CITIZENS PARTICIPATION: None.

13. Sharon Rogers gave a report on the activities of the Fund Raising Committee. Some professional grant writers have offered their services to the District. The Lions Club Spaghetti Supper is planned for April 6th. The sale of bricks is being planned.

CITIZENS PARTICIPATION: Amy Holland commented that it might be wise to hold the sale of bricks later in the summer.

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

PK Chatterjee made a motion that Ms McMillian attend the ALA Annual Conference in New Orleans from June 23-27. Bob Johntz seconded the motion

CITIZENS PARTICIPATION: None.

The motion passed unanimously.

Executive session:

Vice-President Sharon Rogers adjourned the meeting at 7:15 p.m. to go into Executive Session for one agenda item.

Agenda Item #1: The Board of Trustees will meet in Executive Session as permitted under the Texas Open Meetings Act, Government Code 551.074 – Personnel Matters, to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee.

- a. A discussion regarding the appointment, employment, evaluation, reassignment and/or duties of an employee

This closed session ended on March 14, 2011 at 7:25 p.m.

At 7:26 p.m., Ms Rogers reconvened the Board of Trustees of the Lake Travis Community Library District to take action on any executive session item if necessary. No action was taken.

CITIZENS PARTICIPATION: None.

Comments by Board Trustees:

Nancy Pencsak asked if there was any need for the services of someone to look at the Construction Documents, with an eye to construction feasibility.

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 4:00 p.m. on April 20, 2011. Another meeting is scheduled for May 18, 2011 at 4:00 p.m.

Since there was no further business the meeting was adjourned at 7:30 p.m.

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