

**MINUTES OF LAKE TRAVIS COMMUNITY LIBRARY DISTRICT
BOARD OF TRUSTEES
April 20, 2011**

At 4:00 p.m., President Carol Black called the one hundred and twenty-fifth 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 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 March 14, 2011 minutes.

Bob Johntz made a motion to approve the minutes as presented. Sharon Rogers seconded the motion.

The motion passed unanimously.

Nancy Pencsak, Board Secretary, asked for the approval of the April 7, 2011 minutes.

Bob Johntz made a motion to approve the minutes as presented. Sharon Rogers seconded the motion.

The motion passed unanimously.

4. CITIZENS PARTICIPATION: None.

5. The Treasurer's Report was presented by PK Chatterjee. The sales tax receipts for March were \$33,240.

April receipts are about the same.

CITIZENS PARTICIPATION: None.

Sharon Rogers made a motion to approve the treasurer's report. Bob Johntz seconded the motion.

The motion passed unanimously

6. Resolution No. 2011-01 - Resolution of the Board of Trustees of the Lake Travis Community Library (LTCLD) Regarding the Use of Bank Account Checks.

Bob Johntz discussed the West, Davis 2010 Audit Recommendations for Check Writing procedures.

Bob Johntz made a motion to approve Resolution 2011-01. Sharon Rogers seconded the motion.

CITIZENS PARTICIPATION: None. The motion passed unanimously.

The Board will require 2 authorized signatures on checks over \$5,000, including when transferring funds between financial institutions. Previously, the Board had required two signatures on checks over \$5,000, this will now include the transferring of funds between financial institutions.

Resolution No. 2011-02 - Resolution of the Board of Trustees of the Lake Travis Community Library District (LTCLD) regarding bill paying and bank account reconciliations.

Bob Johntz discussed the West, Davis 2010 Audit Recommendations for Financial Statement Reconciliation.

Bob Johntz made a motion to approve Resolution 2011-02. Sharon Rogers seconded the motion.

CITIZENS PARTICIPATION: None. The motion passed unanimously.

In the future reconciliation's will be reviewed and approved by someone other than the payer.

7. As per the Bargain Sale Agreement, exterior construction plans of the library were to be submitted to Haythem Dawlett with JH Tuscan Village, Inc. when they were 75% complete. Pro-forma submitted these plans. Mr. Dawlett had five days in which to respond. Carol Black received an email with the letter signed by Mr. Dawlett that approved the 75% exterior construction plans of the library on March 14, 2011.

CITIZENS PARTICIPATION: None

8. An Interlocal Agreement was to be formulated between the City of Lakeway and the LTCLD describing the conditions of a loan of \$1.25 million from a City of Lakeway bond issue on May 14, 2011. PK Chatterjee has worked with the City, City attorney, and the LTCLD attorney to formulate this agreement. At the April 18, 2011 City Council meeting, the Council members voted to approve this agreement. The LTCLD Board of Trustees was asked to approve this same agreement. PK Chatterjee made a motion to approve the Interlocal Cooperative Agreement between the City of Lakeway, Texas and the Lake Travis Community Library District, with the proviso that Section 2.4 may be changed. Sharon Rogers seconded the motion

CITIZENS PARTICIPATION: None. The motion passed unanimously.

PK Chatterjee made a suggestion that copies of important documents pertaining to the Land, New Building, and the Bond be put in a file on the premises, for easy access, as the originals are now in our bank safe deposit box.

9. The City of Lakeway will hold a \$1.25 million bond election on May 14th. Publicity is difficult as the Library District cannot participate. Dave Benson spoke to the Men's Breakfast Club with Mr. Chatterjee in attendance to answer any questions. Dave Benson, Dan Pederson, Glenda Foreman, Mike Temple, P.A. Penley, Rebecca Carroll, and Julianne DeBower have told Carol Black that they are writing letters to the Editor of the *Lake Travis View*. Carol Black has paid for fact cards that are being distributed. Two banner locations have been reserved in the City of Lakeway. The cost of the banners is \$99 each.

CITIZENS PARTICIPATION: None

10. The Building Committee has visited the Laura Bush Library. They spoke with Beth Fox who was in charge of the building process. Ms Fox stressed the need for 'over-site' during this building process from looking at plans, on through the actual construction. Also, a member of the committee attended the Texas Library Association Conference and spoke with the LTCLD's architect.

CITIZENS PARTICIPATION: None

11. Jeff Bulla with pro-forma architecture, inc. met with the Furniture Committee at the TLA Conference. The Committee visited the furniture booths and spoke with vendors.

A cost estimate for the construction of the library was made in May 2010. Mr. Bulla has asked that an updated cost estimate be completed, as it has been a year. This process is taking place. He expects the cost of the construction to rise. PK Chatterjee will contact Mr. Bulla to confirm that an estimate is being prepared, and also, to emphasize that the project must remain on budget.

Board discussion followed.

CITIZENS PARTICIPATION: None

12. The subject of professional services to secure proper collection of sales tax was tabled. The topic will be addressed at the July board meeting.

CITIZENS PARTICIPATION: None.

13. Sharon Rogers gave a report on the activities of the Fund Raising Committee. The Committee will be focusing on Grants from entities like HEB, LCRA, and The Tocker Foundation.

CITIZENS PARTICIPATION: None

12. Morgan McMillian presented the Library Director's Report. The proceeds from the Lion's Club Spaghetti Supper were \$4634. Franklyn Prieskop has pledged \$10,000 for the Staff Break Room, in memory of his late wife Katherine Cristiani.

CITIZENS PARTICIPATION: None.

Executive session:

President Carol Black adjourned the meeting at 6:02 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 April 20, 2011 at 6:25 p.m.

At 6:26 p.m., President Carol Black 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:

1. Bob Johntz pointed out the need to discuss the Lease Agreement with the owner of the shopping center.

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 on May 18, 2011. Another meeting is scheduled for June 15, 2011 at 4:00 p.m.

Since there was no further business the meeting was adjourned at 6:35 p.m.

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