

MINUTES OF LAKE TRAVIS COMMUNITY LIBRARY DISTRICT
BOARD OF TRUSTEES
May 18, 2011

At 4:00 p.m., President Carol Black called to order the one hundred and twenty-sixth 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, and PK Chatterjee. Absent member was Bob Johntz. Attendees were Morgan McMillian, Sue Gilman, Jean Dowdy, and Margaret McDermott.

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 April 20, 2011 minutes. PK Chatterjee made a motion to approve the minutes as presented. Sharon Rogers seconded the motion. The motion passed unanimously.

4. CITIZENS PARTICIPATION –None.

5. Sue Gilman had the newly elected Board member sign the “Statements of Elected/Appointed Officers.”

6. Sue Gilman administered the oath of office to Sharon Rogers. Bob Johntz will take the oath at the next meeting.

7. An election of officers for the LTCLD was held for the 2011-2012 year.

Carol Black was nominated for President

Sharon Rogers was nominated for Vice-President

Nancy Pencsak was nominated for Secretary

PK Chatterjee was nominated for Treasurer

Bob Johntz was nominated for Coordinator of Library Operations and Human Resources.

Nancy Pencsak made a motion to elect the so nominated candidates for office in the 2011-2012 year.

Sharon Rogers seconded the motion. The motion carried unanimously.

**9. Frank Black presented a report on the May 12, 2011 Building Committee Meeting.

He stated that the committee recommended going out for bids for the new library building. Mr. Black explained the procedure that would take place during the next few months. He also gave board members a handout listing Restrictions on LTCL Building on Lohmans Crossing.

PK Chatterjee made a motion for the Library District to seek construction bids for the LTCLD new library building. Sharon Rogers seconded the motion.

CITIZENS PARTICIPATION: None. The motion passed unanimously.

There had been some question about connecting to the utilities, especially the reclaimed water connection.

This question was put to Mr. Jim Lavender and Mr. Haythem Dawlett. Kristen Deloney responded that she “looked at the Bargain Sale Agreement and the Utility Facilities Exhibit which designated where the Library’s utility access points are and, per the agreement and the exhibit, the Library does have access to

hook up to our reclaimed water but you do have to pay for the irrigation water used for your lot.” She “attached the exhibit with the ‘Connection to Master Utility Infrastructure’ section from the agreement that

talks about it.” Ms. Deloney stated that, “Per Haythem, you need to contact Debbie with MUD 17 to find out what your hook up fees will be.”

8. The Treasurer's Report was presented by PK Chatterjee. Mr. Chatterjee pointed out that January Income was restated to reflect reclassification of \$6,561.00 from Sales Tax Receipts to Grants. April Sales Tax Receipts were \$33,031. May receipts are \$48,000.

Sharon Rogers made a motion to approve the Treasurer's Report. Nancy Pencsak seconded the motion.

CITIZENS PARTICIPATION: None. The motion passed unanimously

10. PK Chatterjee discussed the new cost of library building construction estimates presented by pro-forma architecture, inc. Various cost cutting measures were discussed. Mr. Chatterjee expressed his disappointment that the architect, Jeff Bulla, had not provided any cost cutting suggestions, despite being asked to do so.

CITIZENS PARTICIPATION: None.

11. A Lakeway Bond election was held in May. Early voting took place May 2nd through May 10th. The general election took place on May 14th. This bond election was for the purpose of loaning money to the LTCLD to partially pay for the construction of a new library facility. The results were FOR: 395, AGAINST: 113. Many thanks to the following: Dave Benson, Glenda Foreman, Rebecca Carroll, Mike Temple, P.A. Penley, Julianne DeBower, and Dan Pedersen who wrote letters of support to the *Lake Travis View*. Sharon Rogers and Frank Black each paid for a banner to advertise the election.

CITIZENS PARTICIPATION: None.

12. PK Chatterjee discussed the need for a \$60,000 Operating Reserve for the Lakeway Bond.

PK Chatterjee made a motion that \$60,000 of the Operating Reserve Budget count towards the Reserve requirement stated in the Interlocal Agreement. Sharon Rogers seconded the motion.

CITIZENS PARTICIPATION: None. The motion passed unanimously

13. PK Chatterjee discussed the Ground Lease with the City of Lakeway. This has been reviewed by the District's attorney, Sharlene Collins, and read by all Board members.

PK Chatterjee made a motion to have Carol Black negotiate with the City the Ground Lease substantially along the lines of the document discussed. Nancy Pencsak seconded the motion.

CITIZENS PARTICIPATION: None. The motion passed unanimously.

14. PK Chatterjee discussed the extension of a lease with the Provost Group. As the library structure would not be completed until the summer of 2012, the District needs to extend the rental of the shopping center space currently occupied at 2300 Lohman's Spur, Suite 100. Mr. Chatterjee stated that he spoke with the property owner. At this stage, Mr. Wayne Goldstein does not want a formal letter. He wants Mr. Chatterjee to email him our current thoughts which he wants to run by the owners to see what the best solution would be after May 2012. Mr. Chatterjee will email him that the District will take up their options until the end of May 2012. Then the District would like to go month to month with the rental. Mr. Chatterjee would keep Mr. Goldstein informed about the progress of the building construction and give him a departure date as soon as one can be formulated.

PK Chatterjee made a motion to contact Provost Group with a request to extend the rental. Nancy Pencsak seconded the motion

CITIZENS PARTICIPATION: None. The motion passed unanimously.

15. Morgan McMillian discussed cooperative purchasing programs. The three programs we plan to participate in are Buyboard (free), TXMAS (Texas Multiple Awards Schedules) (\$100 fee), and DIR (Department of Information Resources) (free, no application or resolution required). Ms McMillian recommended that the Board adopt Resolution 2011-03, which stated:

NOW, THEREFORE, BE IT RESOLVED, that the Cooperative Member requests that the Cooperative include its stated needs for all categories, including but not limited to, instructional, maintenance, custodial, and food service goods and services, in the Cooperative's purchasing program and select vendors for those items, whereby the Cooperative Members may be allowed to purchase those items from the Cooperative's contracts; and that Cooperative is authorized to sign and deliver necessary requests and other documents in connection therewith for and on behalf of the Cooperative Members that have elected to participate. FURTHER, BE IT RESOLVED, that the Board of Trustees of the Cooperative Member authorizes its Board President, Superintendent or other officer to execute the Interlocal Participation Agreement which includes the adoption and approval of the Organizational Interlocal Agreement previously executed and adopted by two or more local governments.

and Resolution 2011-04, which stated: NOW, THEREFORE BE IT RESOLVED, that request be made to the Texas Comptroller of Public Accounts to approve Lake Travis Community Library District for participation in the Texas Comptroller of Public Accounts Cooperative Purchasing Program.

Sharon Rogers made a motion to adopt Resolution 2011-03. PK Chatterjee seconded the motion.

CITIZENS PARTICIPATION: None. The motion passed unanimously.

Sharon Rogers made a motion to adopt Resolution 2011-04. Nancy Pencsak seconded the motion.

CITIZENS PARTICIPATION: None. The motion passed unanimously.

16. Sharon Rogers gave a Fundraising Committee report. She discussed the sale of bricks at both the book sale and the gala. The Fundraising Committee met Monday, May 16th. The goal for Dancing with the Stars is \$50,000. The goal for the sale of bricks is \$150,000 to \$200,000. 5% of the sale of the Veteran's Bricks will be returned to Luke's Wings, a program that assists veterans.

CITIZENS PARTICIPATION: Jean Dowdy and Margaret McDermott, both commented that the sale of the bricks seemed a separate undertaking from the other fund raising activities.

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

CITIZENS PARTICIPATION: None.

18. Morgan McMillian discussed her conversations with the Texas Municipal League regarding liability insurance on our recently acquired property. The policy with TML specifically excludes land from coverage.

CITIZENS PARTICIPATION: None.

19. Morgan McMillian led a discussion on the Library's Long Range Plan regarding considerations for the new building. A Meeting Room Policy will be needed by the time the new building opens. Other Objectives in the Long Range Plan appear to be on track.

CITIZENS PARTICIPATION: None.

There was no Executive session.

Comments by Board Trustees:

1. Open Records Training certificates for the training the two Board members have taken needs to be submitted to the Library Director.
2. The Friends Luncheon is Thursday, June 2 at 11:30 a.m. at Amy Holland's home.

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 June 15, 2011. Another meeting is scheduled for July 20, 2011 at 4:00 p.m.

Since there was no further business the meeting was adjourned at 6:27 p.m.

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