

**MINUTES OF LAKE TRAVIS COMMUNITY LIBRARY DISTRICT
BOARD OF TRUSTEES
June 15, 2011**

At 4:00 p.m., President Carol Black called to order the one hundredth and twenty-eighth 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, Jean Dowdy, Sue Gilman and Frank Black

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 May 18, 2011 minutes. Sharon Rogers made a motion to approve the minutes as presented. PK Chatterjee seconded the motion. The motion passed unanimously.

Nancy Pencsak, Board Secretary, asked for the approval of the May 27, 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 had the newly elected Board member, Bob Johntz, sign the "Statements of Elected/Appointed Officers."

6. Sue Gilman administered the oath of office to Bob Johntz.

8. The Treasurer's Report was presented by PK Chatterjee. Sales Tax receipts for May were \$48,364 and \$41,809 for June.

Carol Black asked for approval of the Treasurer's Report. Sharon Rogers seconded the motion. CITIZENS PARTICIPATION: None. The motion passed unanimously.

9. PK Chatterjee and Morgan McMillian discussed the 2011-2012 Budget. A decision was made to postpone approval of this budget until the next meeting of the Board. In the future, all interest income will be shown under the Operating Account.

CITIZENS PARTICIPATION: None.

10. PK Chatterjee discussed the need for two signatures on checks that transfer monies from one account to another at the recommendation of the auditor. This has been the policy for all other checks over \$5,000. PK Chatterjee made a motion to raise the monetary figure to \$10,000 instead of \$5,000 that would require two Board member signatures. Sharon Rogers seconded the motion.

CITIZENS PARTICIPATION: None. The motion passed unanimously.

11. PK Chatterjee discussed the need to change the District's Fiscal Year. The current FY is from July 1, 2010 to September 30, 2011. Sharon Rogers made a motion to change the LTCLD's Fiscal Year to run from July 1, 2010 to June 30, 2011. Bob Johntz 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 our District attorney, Sharlene Collins, and read by all Board members. Ms. Collins made a few revisions and submitted them to the City's attorney in May. Revisions were made and on June 10th, the City's attorney submitted them to the City who submitted them to Carol Black and Morgan McMillian. Ms. McMillian placed copies of these revisions in Board boxes. One correction will still be made regarding faxing information to the Library District. Also, it must be made clear that the Interlocal Agreement should apply to everything in the Ground Lease Agreement. On Monday, June 20th, the City Council will have the Ground Lease Agreement on their agenda. Carol Black asked that she be permitted to sign the Ground Lease Agreement with the City.

PK Chatterjee made a motion to approve Carol Black signing of the Ground Lease Agreement. Sharon Rogers seconded the motion. CITIZENS PARTICIPATION: None.

The motion passed unanimously.

14. Bob Johntz 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 Suite 100, 2300 Lohman's Spur.

CITIZENS PARTICIPATION: None

7. (taken up out of order) Frank Black presented a report on workings of the Building Committee. Phillip Jones with pro-forma architects has stated that construction plans will be finished this week and will then be submitted to the City of Lakeway for approval. He also gave a report on the use of propane gas in the new building. Mr. Haythem Dawlett has given his permission for the library to access their gas from his tank.

To water areas around retention pond, Mr. Haythem Dawlett has placed a temporary water system where the library's parking lot will be. Mr. Black suggested that by mid July, advertising for construction bids could take place.

CITIZENS PARTICIPATION: Jean Dowdy asked how the Board would pick a builder. Frank Black explained the bid process.

12. (taken up out of order) A discussion was held on pro-forma architects' cost estimates. Frank Black pointed out that a plan for a landscape design can be submitted to the City of Lakeway, and perhaps a committee should meet with the landscape architect, to explore cost reductions.

CITIZENS PARTICIPATION: None.

15. Sharon Rogers gave a report on the activities of the Fund Raising Committee. A new brochure has been printed and distributed asking for donations to purchase bricks for the Library Pathway and the Veterans Pathway. Usually the contractor would install the bricks, but possibly the brick company would hire someone to install the bricks. The Friends of the Library have submitted a grant request to the Vaughan Foundation. Ms McMillian will submit an application to the Hillcrest Foundation. Naming rights to the building were proposed for a minimum donation of \$500,000.

CITIZENS PARTICIPATION: None.

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

CITIZENS PARTICIPATION: Jean Dowdy asked what is OverDrive. Ms McMillian explained it is a program the library provides for downloading books to portable devices.

17. Bob Johntz discussed conversations with the Texas Municipal League regarding liability insurance on our recently acquired property. The District is covered by our liability policy. A Builder's Risk Policy will be obtained when a contractor is hired.

CITIZENS PARTICIPATION: None.

18. Morgan McMillian gave a report on Open Records Training for Board Members. Sharon Rogers has completed this training.

CITIZENS PARTICIPATION: None.

19. Morgan McMillian gave a report on the Library's Long Range Plan/Consideration for the new building. A Meeting Room Policy will need to be formulated.

CITIZENS PARTICIPATION: None.

No Executive session was held

Comments by Board Trustees:

1. Bob Johntz Said that Auditor Gary Davis has been alerted that FY ends June 30.

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 July 20, 2011. Another meeting is scheduled for August 17, 2011 at 4:00 p.m.

Since there was no further business the meeting was adjourned at 6:07 p.m.

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