

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

At 4:00 p.m., Vice-President, Sharon Rogers, called to order the one hundredth and twenty-ninth 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 Sharon Rogers, Nancy Pencsak, and PK Chatterjee. Absent were Bob Johntz and Carol Black. Attendees were Morgan McMillian, Jean Dowdy, Dave Benson, Sue Gilman, and Helen Kott.

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 June 15, 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. P.K. Chatterjee presented the Construction Contractor's Contract. Sharlene Collins had prepared this document. PK Chatterjee made a motion authorizing Carol Black to issue this Construction Contractor's Contract (which is a part of the Bids being invited). Nancy Pencsak seconded the motion.

CITIZENS PARTICIPATION: None. The motion passed unanimously.

6. Morgan McMillian presented a report on workings of the Building Committee, which held a meeting on July 13th. Carol Black received a letter dated June 29, 2011 from the Mayor of the City of Lakeway stating that the City will not be able to waive Building and Development fees for the Library District project.

PK Chatterjee made a motion, based on the recommendations of the Building Committee, that bids be invited for the Construction Contract. Nancy Pencsak seconded the motion.

CITIZENS PARTICIPATION: Dave Benson suggested that Building and Development fees could be as much as \$50,000. Mr. Benson also advised that the construction bids be invited at this time.

The motion passed unanimously

7. PK Chatterjee presented the advertisement that he wished to publish in the Lake Travis View.

PK Chatterjee made a motion to publish this advertisement in the Lake Travis View, on the Library's web page and in the Library's monthly Newsletter. Nancy Pencsak seconded the motion.

CITIZENS PARTICIPATION: None. The motion passed unanimously.

8. The Treasurer's Report was presented by PK Chatterjee. Sales Tax revenue for June was \$41,809.

Mr. Chatterjee said the Bond Issue will be structured so that, for the first year, only interest will be repaid, thus allowing for smaller reserves. Nancy Pencsak made a motion to approve the Treasurer's Report. PK Chatterjee seconded the motion. CITIZENS PARTICIPATION: None. The motion passed unanimously.

9. PK Chatterjee and Morgan McMillian discussed the 2011-2012 Budget. This budget had been reviewed at the previous Board meeting. PK Chatterjee made a motion to approve the budget. Nancy Pencsak seconded the motion. CITIZENS PARTICIPATION: None. The motion passed unanimously.

10. A vote was taken at the last Board meeting that two signatures would be needed for checks of \$10,000 or over and to transfer these amounts from one account to another. This vote requires a change in the Financial Controls Policy. Mr. PK Chatterjee presented a draft of the revised Financial Controls Policy. This will be taken up at the next Board meeting. CITIZENS PARTICIPATION: None

11. The lease with American Mini Storage ends October 31, 2011. Nancy Pencsak made a motion to authorize Bob Johntz to negotiate a new contract with American Mini Storage. PK Chatterjee seconded the motion. CITIZENS PARTICIPATION: None. The motion passed unanimously.

12. No discussion was held on pro-forma architects' cost estimates. Citizens Participation: None.

13. No discussion was held on Ground Lease Agreement with the City of Lakeway.
CITIZENS PARTICIPATION: None.

14. Regarding the extension of a lease with the Provost Group, Mr. Wayne Goldstein has contacted both Bob Johntz and Carol Black. Morgan McMillian read this email confirming the exercising of the third and fourth lease extensions. The lease now expires on May 31, 2012. Mr. Goldstein said, "I have spoken with Trent and it appears that we should be able to accommodate a further extension."
CITIZENS PARTICIPATION: None.

15. Sharon Rogers gave a report on the activities of the Fund Raising Committee.
CITIZENS PARTICIPATION: None

16. Morgan McMillian presented the Library Director's Report. The Library Statistics for FY 2010/2011 were presented, along with the Technology Annual Review.
CITIZENS PARTICIPATION: Helen Kott asked if the library has a budget for purchasing e-books. Ms McMillian said the subscription to OverDrive provides that.

17. Sue Gilman discussed the new Travis County regulations concerning local election dates. Travis County will no longer hold May elections in even numbered years. Ms McMillian will contact the district's lawyer, Sharlene Collins, for advice on what steps the District is allowed to take on when to hold elections. PK Chatterjee made a motion to call for an election on November 8, 2011. Nancy Pencsak seconded the motion. CITIZENS PARTICIPATION: None. The motion passed unanimously.

18. Morgan McMillian gave a report that all Board members have completed Open Records and Public Information Training. CITIZENS PARTICIPATION: None.

19. There was no additional information on the Library's Long Range Plan/Consideration for the new building. CITIZENS PARTICIPATION: None

There was no Executive session.

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 August 17, 2011. Another meeting is scheduled for September 21, 2011 at 4:00 p.m.

Since there was no further business the meeting was adjourned at 5:08 p.m.

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