

**MINUTES OF LAKE TRAVIS COMMUNITY LIBRARY DISTRICT
BOARD OF TRUSTEES
August 17, 2011**

At 4:00 p.m., President Carol Black called to order the one hundred and thirtieth 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 was Bob Johntz. Attendees were Morgan McMillian, Alan Gober, and Ginger Gober.

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 July 20, 2011 minutes. PK Chatterjee made a motion to approve the minutes as presented. Carol Black seconded the motion. The motion passed unanimously.

4. CITIZENS PARTICIPATION: None.

**16. Alan and Ginger Gober discussed a contract with Auction Source, whose services would be used at the Gala. They would manage the auction at no cost to the District. Nancy Pencsak made a motion to approve this contract. PK Chatterjee seconded the motion. CITIZENS PARTICIPATION: None. The motion passed unanimously.

5. Morgan McMillian presented information on Local Election Dates. Because of a new federal law that helps enable servicemen to vote, Travis County is changing their voting schedule. It may be more favorable, time and cost effective wise, for the LTCLD to hold trustee elections in November of each year instead of May. Consultations have been made with the LTCLD lawyer, Sharlene Collins, and the State Attorney's Office. They both tend to favor the idea that LTCLD hold their trustee elections in November of each year. This would mean that some trustee's terms might be extended six months to accommodate the new schedule. This occurrence would only take place until the trustees get back to their two-year term schedule. CITIZENS PARTICIPATION: None.

6. Frank Black discussed the Building Committee's problems and shared a hand-out showing trees. Activities for the past few weeks have centered on developing the package of materials required for soliciting bids for construction. There has been a three-week delay in the City of Lakeway's review of pro-forma drawings. The City disputed the removal of two sizable oak trees in the pro-forma site plan. These trees were saved in the landscape plan previously submitted by Tuscan Village. The present plan is to leave the trees, but a section of the external side-walk near the covered arch wall has been removed. The drawings are being revised by King Engineering. The City will resume its review next week. The remaining City study may be complete in about three weeks. This change resulted in a charge of \$3,123 to the building cost. Parallel to the above City review, our LTCL Attorney has been reviewing the documents, which will accompany the drawings in the bid package. This review is nearly complete and should not delay our advertisement for bids. Now, our optimistic schedule would be to solicit bids by early September. The Board decided to favor Mr. Black's recommendation to wait to solicit bids until the City's approval of the drawing package.

Travis County Water District 17 has agreed to waive some fees, but not the impact fees and inspection fees by outside contractors. 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 Developing fees for the Library District project." Thus, permit fees of \$5985.20 have been paid to the City.

Mr. Black informed the Board that Bryan Re has expressed interest in assisting the Building committee. PK Chatterjee made a motion to accept Mr. Re's offer of assistance. Sharon Rogers seconded the motion.

CITIZENS PARTICIPATION: None. The motion passed unanimously.

7. It was noted that to date, Mr. Bulla has been paid \$261,845.29. P K Chatterjee discussed pro-forma architects' cost estimates. Any additional charges should be brought to the Building Committee, and the Committee should advise Jeff Bulla of pro-forma architects. CITIZENS PARTICIPATION: None.

8. There was no further action on the Ground Lease Agreement with the City of Lakeway.

On Monday, June 20, 2011, the Lakeway City Council met at the Lakeway City Hall. Steve Jones, City Manager, discussed the agenda item "Consider a Ground Lease Agreement with the Lake Travis Library District." Carol Black attended this meeting and spoke to this item. The Council voted unanimously to sign the Ground Lease Agreement. Dr. Black met with Steve Jones on the following morning. Because of a one-year provision in the Lease Agreement, it was decided by both parties to not sign the lease until the District was closer to a construction date. CITIZENS PARTICIPATION: None.

9. As stated previously, the Construction Contractor's Contract is still being developed. CITIZENS PARTICIPATION: None.

10. PK Chatterjee discussed the advertisement that he published in the Lake Travis View. There has been no response to the advertisement of building naming opportunities. CITIZENS PARTICIPATION: None.

11. The Treasurer's Report was presented by PK Chatterjee. Sales Tax receipts for July were \$43,252.00, and for August \$64,991.00! The reports are presented in a newer format, with larger figures.

Sharon Rogers asked for approval of the Treasurer's Report. Nancy Pencsak seconded the motion.

CITIZENS PARTICIPATION: None. The motion passed unanimously.

12. 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 the revised Financial Controls Policy.

PK Chatterjee made a motion to approve the revised Financial Controls Policy. Sharon Rogers seconded the motion. CITIZENS PARTICIPATION: None. The motion passed unanimously.

13. Sharon Rogers discussed the sales tax recovery by vendors. The City of Lakeway and the Emergency Services District have contracted for these services. Any recovery by these agencies should also benefit the Library District. CITIZENS PARTICIPATION: None.

14. PK Chatterjee and Morgan McMillian discussed the extension of a lease with the Provost Group. Mr. Wayne Goldstein has contacted both Bob Johntz and Carol Black to relay the information that this topic is still being considered. CITIZENS PARTICIPATION: None.

15. Sharon Rogers gave a report on fund raising efforts. Invitations have been printed and addressed for the Dancing with the Stars Gala. These are to be mailed out this week. Posters have also been designed and printed for free by Red Top Printing. The sale of bricks is at 28 bricks. There is a possibility of a golf tournament to benefit the library.

CITIZENS PARTICIPATION: None.

17. Morgan McMillian presented the Library Director's Report, and presented a corrected report on Library Statistics for FY 2010/2011, which will be included in the library's annual audit.

CITIZENS PARTICIPATION: None

Executive sessions:

President Carol Black adjourned the meeting at 5:55 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 August 17, 2011 at 6:40 p.m.

At 6:41p.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.

PK Chatterjee made a motion to approve Morgan McMillian's recommendations concerning staff salary increases and bonuses. Sharon Rogers seconded the motion. CITIZENS PARTICIPATION: None.

The motion passed unanimously.

P.K. Chatterjee made a motion to approve the Board's recommendations concerning the Library Director's salary increase and bonus. Sharon Rogers seconded the motion. CITIZENS PARTICIPATION: none. The motion passed unanimously.

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 September 21, 2011. Another meeting is scheduled for October 19, 2011 at 4:00 p.m.

A break was taken at 6:43 p.m.

At 6:47 p.m., President Carol Black reconvened the Board of Trustees of the Lake Travis Community Library District. Board Members present were Carol Black, Nancy Pencsak, and PK Chatterjee.

President Carol Black adjourned the meeting at 6:48 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.

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

This closed session ended on August 17, 2011 at 7:22 p.m.

At 7:23p.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.

Since there was no further business the meeting was adjourned at 7:24 p.m.

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