

MINUTES OF LAKE TRAVIS COMMUNITY LIBRARY DISTRICT
BOARD OF TRUSTEES
September 21, 2011

At 2:00 p.m., President, Carol Black, called to order the one hundredth and thirty-first 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, 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 August 17, 2011 minutes.

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

4. CITIZENS PARTICIPATION: None.

5. Sue Gilman 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.

PK Chatterjee made a motion to extend each trustee's term six months, for one time only, to accommodate Travis County's election schedule, and here-after hold elections each November. Sharon Rogers seconded the motion.

CITIZENS PARTICIPATION: Jean Dowdy asked: Elections every November? Carol Black answered "Yes." The motion passed unanimously.

6. Carol Black discussed the Building Committee's meeting on Thursday, September 15, 2011. A telephone conversation with Jeff Bulla took place at this meeting. On September 21, 2011, an email was received from Shannon Burke, with the City of Lakeway, that the plan review was completed by McComis on September 20th and approved. Also, ESD #6 has approved them. All that is lacking is approval from WCID #17. Jeff Bulla, our architect, is working to wrap up the last few issues. When the above takes place, the advertisement for bids can take place. The Opening of Bids will probably take place in early December.

Additionally, in our plans submitted to the City, there were some trees to be removed to accommodate the cut from the street for the library entrance. Because this tree removal was not in the PUD submitted, we will have to replace the trees at a cost of approximately \$10,000.

CITIZENS PARTICIPATION: None.

7. Pro-forma architecture is working with the Building Committee.

CITIZENS PARTICIPATION: None.

8. The suggested Construction Contractor's AIA modified documents are available at the library for Board Members perusal. Sharlene Collins had prepared these documents. Carol Black stated that she had asked that each member of the Building Committee be familiar with these documents. Bob Johntz, LTCLD Board member, is on this committee and will be able to discuss the documents with any Board member. Frank Black may also be contacted. CITIZENS PARTICIPATION: None

9. Morgan McMillian presented the advertisement for contractor bids that will be published in the Lake Travis View. As the City has approved the Library plans, this advertisement for contractors will be published for two successive weeks. The City also has been asked to accommodate some of the bidding procedures in their City Hall.

Carol Black made a motion to publish the advertisements with appropriate date changes. PK Chatterjee seconded the motion.

CITIZENS PARTICIPATION: Morgan McMillan asked "What is Pre Proposal Conference?" Carol Black answered: A Review of project and accepting contractor's questions.

The motion passed unanimously.

10. The Treasurer's Report was presented by PK Chatterjee. Sales tax receipts for August were \$64,991, and for September, approximately \$46,000. Nancy Pencsak made a motion to approve the Treasurer's Report. Bob Johntz seconded the motion.

CITIZENS PARTICIPATION: None.

The motion passed unanimously.

11. Sharon Rogers discussed the sales tax recovery by vendors. The Board will take note of the City of Lakeway's success with vendors.

CITIZENS PARTICIPATION: None.

12. Our lease is up on May 31, 2012. Bob Johntz discussed the extension of the lease with the Provost Group, and the meeting that was held on September 8, 2011 at 1:15 p.m. with Bob Johntz, Carol Black, Morgan McMillian and personnel from the tenant interested in the library's current site. This last meeting was held for the purpose of discussing accommodating any possible future move. A discussion was held on moving to temporary quarters before the move to the new building. The Provost Group suggested that the library swap places with the other tenant. The other tenant space is approximately 2,380 square feet. Additional non-adjacent space is available, for a total of 3,200 square feet.

PK Chatterjee outlined steps to be taken including three for the LTCLD: 1. obtain area lease rates; 2. locate possibly donated space; 3. note approximate move-in date of April 2013 for the new building.

CITIZENS PARTICIPATION: None.

The Board took a brief recess.

13. Sharon Rogers gave a report on fund raising efforts. Invitations have been mailed for the Dancing with the Stars Gala on October 2, 2011. Posters have also been designed and printed for free by Red Top Printing. Premier Tent is donating the linens for the Gala. 236 tickets have been sold. An ASCAP license has been secured for use of music the night of the Gala.

Forty-two commemorative bricks have been sold for \$8,875.00.

CITIZENS PARTICIPATION: None.

14. Morgan McMillian led a discussion on donations. She related information received from our District lawyer, Sharlene Collins, and our auditor. A donor spoke to the Board.

No action was taken.

CITIZENS PARTICIPATION: None.

15. Morgan McMillian presented the Library Director's Report. The library has received and will submit re-rate paperwork for the TML Intergovernmental Employee Benefits Pool health insurance for library employees.

CITIZENS PARTICIPATION: None.

16. Morgan McMillian discussed the TML Board of Trustee Election. Bob Johntz made a motion to vote for Kevin Russell. Nancy Pencsak seconded the motion.

CITIZENS PARTICIPATION: None.

The motion passed unanimously.

Executive session:

Carol Black adjourned the meeting at 3:56 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 September 21, 2011 at 4:19 p.m.

At 4:20 p.m., Carol Black reconvened the Board of Trustees of the Lake Travis Community Library District to take action on any executive session item if necessary.

Sharon Rogers made a motion to increase the hours of an employee. Bob Johntz 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 2:00 p.m. on October 19, 2011. Another meeting is scheduled for November 16, 2011 at 2:00 p.m.

Since there was no further business the meeting was adjourned at 4:22 p.m.

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