

**MINUTES OF LAKE TRAVIS COMMUNITY LIBRARY DISTRICT  
BOARD OF TRUSTEES  
October 19, 2011**

At 2:00 p.m., President Carol Black called to order the one hundred and thirty second 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 Frank Black, Morgan McMillian, Jean Dowdy, Sue Gilman, Helen Kott, and Kitty Ripley CPA.

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 September 21, 2011 minutes. Sharon Rogers made a motion to approve the minutes as corrected. Bob Johntz seconded the motion. The motion passed unanimously. Corrections were: agenda item 12. The other tenant space is approximately 2,380 square feet. Additional non-adjacent space is available for a total of 3,200 square feet

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 hold over each trustee's term for six months, for one time only, from May to November, for the 2012 and 2013 elections, to accommodate Travis County's election schedule, and there-after hold elections each November. Sharon Rogers seconded the motion

CITIZENS PARTICIPATION: Jean Dowdy asked if there were to be no more May elections. Sue Gilman responded that election holding entities may choose to hold election in May or November.

The motion passed unanimously.

6. Frank Black presented a report from the Building Committee.

The key activity this past month has been the initiation of the formal bid process by advertising for construction proposals in the Lake Travis View on September 29th and October 6th. Our architect has also posted the details of the project in several "Plan Rooms" – which are information sites operated by the State General Contractor Associations. It appears about 18 contractors have ask for the detailed plans and specifications.

Tomorrow (October 20th) the interested contractors have been invited to a Pre-Bid Conference where the architect will outline the project and entertain questions from contractors. This will be held at the Lakeway City Hall Council Auditorium at 2 p.m. Attendance is not mandatory, so not all those interested may attend. Contractors who are showing interest included the builders of the Bertram Library and the Laura Bush Building.

November 8th is the next key date when the contractor submission deadline is for 2 p.m. delivery to the Library – with the bid opening to follow at the City Hall Auditorium.

There remain to resolve some minor items which have been requested by the City and Water District 17 before formal approval of all the drawings. King Engineering, which has had several personnel changes, now has a staff engineer who is completing answers to the questions that remain. One action needed was granting by the LTCL District of a Rights-Of-Way to WD-17 of a route for fresh water to a fire-plug which is located near the South West perimeter of the new Library Building.

CITIZENS PARTICIPATION: Kitty Ripley asked "Have you kept a 10% retainage?" Frank Black said yes.

12. (Out of order) Bob Johntz and Morgan McMillian discussed the external audit for 2010-2011.

Kitty Ripley presented the 2010-2011 external audit completed by West, Davis & Company along with the Independent Auditor's Report, the Letter to the Board, and the Letter on Internal Control and Accounting Procedures.

PK Chatterjee made a motion to accept the Auditor's Report as presented. Nancy Pencsak seconded the motion.

CITIZENS PARTICIPATION: None. The motion passed unanimously

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

CITIZENS PARTICIPATION: None.

8. Kristen Deloney brought it to the attention of Carol Black that the Travis Central Appraisal District had not changed the ownership of the property located at 1938 Lohman's Crossing. JH Tuscan Village LP was still shown as the current owner on their website. Ms. Deloney wrote a letter to them on September 29, 2011 about the transfer of this land to the LTCLD. On October 13, 2011, the Travis Central Appraisal District responded that this record would not be updated until January 1, 2012.

CITIZENS PARTICIPATION: None.

9. Jennifer Paisley is now working as a consultant for King Engineering. She stated that the LTCLD has to grant a permanent waterline easement of 2,766 sq. ft. of land to the Travis County Water Control & Improvement District No. 17 on Lot 1C, Block A Resubdivision of Block 1, Lot A Tuscan Village. Water District #17, Jeff Bulla, and Frank Black have examined this portion of land. Carol Black signed this legal document on Friday, October 14, 2011.

CITIZENS PARTICIPATION: None.

10. The advertisement for contractor bids was published in the Lake Travis View on two successive weeks. The dates were September 29, 2011 and October 6, 2011. These advertisement records have been retained. The City has been asked to accommodate some of the bidding procedures in their City Hall.

CITIZENS PARTICIPATION: None.

11. The Treasurer's Report was presented by P.K. Chatterjee.

Sales tax receipts for September were \$46,772 and for October \$48,077.

Carol Black questioned who is paying for the insurance on contents in the storage facilities. The contents are covered by the District's TML policy.

Sharon Rogers asked for approval of the Treasurer's Report. Bob Johntz seconded the motion.

CITIZENS PARTICIPATION: None. The motion passed unanimously.

13. Bob Johntz discussed the extension of a lease with the Provost Group and the possibility of moving to temporary quarters before the move to the new building. Morgan McMillian did speak to one property she researched with costs given. Other locations are to be examined.

CITIZENS PARTICIPATION: None

14. Sharon Rogers gave a report on fund raising efforts.

The Dancing with the Stars Gala occurred on October 2, 2011. Thanks were given to all the participants that made this event such a success, especially the Fund Raising Committee. There was a Gala wrap-up meeting on Tuesday, October 18, 2011. The Gala raised \$37,634. Jean Hennigan will be the chairman of the Gala next year.

The Lions Club is planning another Spaghetti Super Benefit for the library next year.

The sale of bricks is at 52 bricks.

Mr. Fred Tillman has offered to donate rock for the new building project

CITIZENS PARTICIPATION: None

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

The Library has received official notification that the Lake Travis Community Library has been accredited and will be a fully qualified member of the Texas Library System for State Fiscal Year 2012.

CITIZENS PARTICIPATION: None

16. Morgan McMillian and Nancy Pencsak discussed the changes to the Central Texas Library System, Inc. that would be taking place in 2012. The State Library, due to state budget cuts, will stop all funding for Library Systems on August 31, 2012. CTLS is exploring new sources of revenue in order to continue offering services.

CITIZENS PARTICIPATION: Helen Kott asked what do we get from CTLS? Ms McMillian answered, consulting services, workshops, a professional collection that can be borrowed, a Large Print Circuit, and technical assistance.

A short recess was called at 4:10 p.m., reconvening at 4:16 p.m.

Executive session:

Carol Black adjourned the meeting at 4:17 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 October 19, 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.

No action was taken.

CITIZENS PARTICIPATION: None.

Comments by Board Trustees:

1. Carol Black had received a letter from Susan Smith, of the Texas Municipal League, stating the votes have been tabulated from participating entities, and Mr. Vic Barnett will represent Region 10 on the Board of TML Intergovernmental Employee Benefits Pool.

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 November 16, 2011. Another meeting is scheduled for December 14, 2011 at 4:00 p.m.  
Since there was no further business the meeting was adjourned at 4:22 p.m.

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