

**MINUTES OF LAKE TRAVIS COMMUNITY LIBRARY DISTRICT  
BOARD OF TRUSTEES  
November 16, 2011**

At 2:00 p.m., President, Carol Black, called to order the one hundredth and thirty-third 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, Frank Black, Joyce Botta, Jean Dowdy, and Trent Chastain.

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 October 19, 2011 minutes.

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

4. CITIZENS PARTICIPATION: None.

5. There are no updates on Local Election Dates. Sue Gilman is preparing a letter to be sent to the Justice Department early next year.

CITIZENS PARTICIPATION: None.

6. Frank Black, Building Committee co-chair, gave a report to the Board.

The Pre-bid Conference for contractors took place at 2:00 p.m. on Thursday, October 20, 2011 at the Lakeway City Hall. Jeff Bulla of pro-forma architects, inc. conducted the conference. Approximately 30 interested parties were in attendance.

On November 8th at the official opening for Part One (dollar portion), of the bid package, we received 12 bids. These base bids ranged from \$2,387,000 from a small firm in the Dallas area to \$3,015,000 from a large multi-state builder based in Phoenix, Arizona. The other bidders were from Austin or Central Texas with the exception of one large national Dallas firm.

The 2nd portion of the bid package was opened the next day (November 9th). Three of those who submitted Part One, did not reply to the Part Two section of the bid request, meaning there remained nine competitive bidders. Part Two emphasized the experience and capability of each bidder for jobs similar to ours.

Our architect and committee members are currently completing individual evaluation of the nine bids. We will meet tomorrow (the 17th) to pool our evaluations and narrow the list to the top one, two or three contractors' bidding. Our hope is to begin negotiating with a chosen bidder next week or the week of November 28th. Each bidder supplied at least three Value Engineering (cost reduction) ideas. These are being reviewed as part of the plan for final contract negotiations.

Our goal is to move to negotiating a contract to meet the LTCL funds available by the recent estimate by PK as soon as practical. At present we appear to be within about \$180,000 of bringing the contract cost in line. However, we have deferred the landscape work for a separate contract this spring. The estimate of the time needed to complete the contract varied considerably from bid to bid but averaged to about 9 and 1/2 months.

We will hopefully be asking the LTCL Board to meet in special session shortly, to approve our chosen builder and the elements of a proposed contract.

CITIZENS PARTICIPATION: None.

7. Regarding the selection of a contractor, this cannot be done until the Building Committee completes their review of submissions by contractors and makes a recommendation.

CITIZENS PARTICIPATION: None.

8. Pro-forma architects is working with the Building Committee. PK Chatterjee requested that a member of the Building Committee examine the pro-forma contract as to the cost estimate, on which the architect's fee is based.

CITIZENS PARTICIPATION: None.

9. The LTCLD has received a bill from the Travis County Water Control and Improvement District No. 17 for a sum of \$83,575. Our architect, Jennifer Paisley with King Engineering, and the Building Committee are working to try to get this charge reduced. CITIZENS PARTICIPATION: None.

12. \*\*\*(taken out of order) Bob Johntz discussed the extension of a lease with the Provost Group. The Library's current lease, using extensions, ends May 31, 2012. June and July may be available at a reduced rate, but Point of Origin, the interested tenant, wants the site August 1, 2012. Trent Chastain, the leasing agent from Reliance Commercial Realty, spoke of the possibility of utilizing the office space adjacent to the library as an alternative for the Point of Origin's need for space until the library's new building is ready.

CITIZENS PARTICIPATION: None.

13. \*\*\*(taken out of order) Regarding the possibility of moving to temporary quarters before the move to the new building, Bob Johntz had contacted a Keller Williams agent prior to the October 19th Board meeting. He had received information from this gentleman on nineteen possible temporary locations for the library. After the meeting, copies of this information were taken by some Board members. On October 26<sup>th</sup>, Nancy Pencsak and Carol Black visited the majority of these sites.

Two sites were thought to be possibilities and these were reported to Morgan McMillian. Ms. McMillian visited the sites on October 26<sup>th</sup> before leaving for vacation. Mr. Johntz also visited many of the nineteen sites with the Keller Williams representative.

CITIZENS PARTICIPATION: Joyce Botta asked if the library would be flexible in seeking lease extensions.

PK Chatterjee said yes.

10. The Grant of Permanent Waterline Easement to Travis County Water Control and Improvement District No. 17 from LTCLD was filed and recorded into Official Public Records on October 25, 2011 at 1:58 p.m. by Dana DeBeauvoir, County Clerk of Travis County, Texas.

CITIZENS PARTICIPATION: None.

11. The Treasurer's Report was presented by PK Chatterjee. Financially the Library had a good October. Year to date, sales tax revenues are better than budget by \$36,000, Operating Expenses are less than Budget by \$9,000 and Operating Surplus of \$98,000 is \$46,000 better than Budget. October sales tax revenue was \$48,077, and November sales tax revenue is \$63,280, second highest in our history. The Library's Net Worth is now \$2,316,943, including land valued at \$900,000.

Sharon Rogers made a motion to approve the Treasurer's Report. Nancy Pencsak seconded the motion.

CITIZENS PARTICIPATION: None. The motion passed unanimously.

12. \*\*\*\*(taken out of order) see above.

13. \*\*\*\*(taken out of order) see above.

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

On Friday, November 4<sup>th</sup>, Ms. Rogers, LaNell Edwards, and Carol Black decided to send a letter to veterans describing the Veterans' Brick Pathway. Addresses for all veterans in the LTCLD could not be located, but approximately 500 were found, with the assistance of Mike Boston of the Heritage Center, LaNell Edwards and Charles Edwards. A brick brochure, along with the letter from Ms. Edwards, was sent to each of these veterans or the family of a veteran. Thanks go to volunteers, Diane Hautt and Betty Rische, and staff member, Sue Gilman, for efforts to get these items delivered before November 11, 2011. On Friday, November 11, 2011, Sharon Rogers, Nancy Pencsak, PK Chatterjee, Carol Black, and Morgan McMillian attended the Veterans Ceremony at the Heritage Center of Lakeway.

A number of Grants are being pursued, including HEB, The Tocker Foundation and The LCRA. Efforts are ongoing in securing donated materials for the new building. PK Chatterjee pointed out that the value of donated materials should be deducted from the Construction Contract.

The sale of bricks is at 71 bricks.

CITIZENS PARTICIPATION: None.

15. Morgan McMillian presented the Library Director's Report. Ms McMillian will attend the Spicewood Public Library's Open House on Saturday, November 19<sup>th</sup>.

Volunteer hours by adults totaled 1,694 hours in October. Program attendance by children and adults totaled 688 in October. Thanks to the Friends, the library has joined the OverDrive Advantage Program that allows the purchase of digital items that are available exclusively to our patrons.

CITIZENS PARTICIPATION: None.

Executive session:

Carol Black adjourned the meeting at 3:31p.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 November 16, 2011 at 3:43 p.m.

At 3:44 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.

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 December 5, 2011. Another meeting is scheduled for January 18, 2011 at 4:00 p.m.

Since there was no further business the meeting was adjourned at 3:47 p.m.

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