

**MINUTES OF LAKE TRAVIS COMMUNITY LIBRARY DISTRICT
BOARD OF TRUSTEES
December 05, 2011**

At 2:00 p.m., President, Carol Black, called to order the one hundredth and thirty-fourth 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, Jean Dowdy, and Diane Taylor.

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 November 16, 2011 minutes. Bob Johntz made a motion to approve the minutes. PK Chatterjee seconded the motion. The motion passed unanimously.

4. CITIZENS PARTICIPATION: None.

5. No further action, at this time, on Local Election Dates. CITIZENS PARTICIPATION: None.

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

On Wednesday, November 30, 2011, a meeting was held between the Building Committee, Proforma Architect Jeff Bulla, and six representatives from Bartlett Cocke General Contractors. Mr. Bulla conducted the interview. A great deal of the session was devoted to value engineering.

The November report to the LTCL District Board indicated that the committee was in the process of choosing the most acceptable bidder of the nine bids submitted. The list was narrowed by vote (on costs and various quality and experience categories) by committee members and the architect to - Bartlett Cocke General Contractors. They are an Austin based firm with state-wide experience in civic and school projects. They have an excellent reputation of building with quality and in an expeditious manner.

The Bartlett Cocke General Contractors' bid (excluding Landscaping) was \$2,393,000.

The LTCLD money available (as noted by PK Chatterjee)

is \$2,158,000 with \$235,000 needed to match the above bid.

Our current need is find this \$235,000. Each of our bidders and particularly Bartlett Cocke General Contractors provided as a portion of their bids a list of "Value Engineering" items. These are suggested cost savings which might be achieved by alternate material selection or minor redesign of the Architect's construction details. Such items may be changing the suppliers for carpet, lights, and doors. It is our hope to promptly find the needed \$235,000 in savings through negotiation with the Architect and Bartlett Cocke General Contractors starting this Friday.

If the VE process is successful, we will bring to the LTCLD Board our committee's recommendation for the terms of a contract by mid-December. Timing of the Board's agreement to the terms of a construction contract may be important. The Lakeway City management has agreed to start the process of selling the voter approved Library Bonds when the LTCLD has agreed that the prospective construction cost matches the construction funds available. The City estimates that four to six weeks will be needed before the bond sale is complete. The bids by all the contractors expire in 90 days (February 8th). Prompt agreement on a match of contract cost and funds available would allow LTCLD and the Contractor to execute a contract before this bid expiration date as the Bond sale would be complete and all funding available.

The next meeting of this group will be on Friday, December 9, 2011 at 9:00 a.m. to further discuss value engineering items on this project that total \$200K.

CITIZENS PARTICIPATION: Diane Taylor asked if the Board reserves the right to override the Value Engineering decisions of the Building Committee. The Board has every confidence in the Building Committee.

7. Regarding the selection of a contractor, and the timing of contract and memorandum, the Building Committee unanimously proposes the firm of Bartlett Cocke General Contractors as the Contractor to build the new LTCL structure.

Nancy Pencsak made a motion to select Bartlett Cocke General Contractors as the LTCLD contractor, contingent on their meeting the Value Engineering Target. Bob Johntz seconded the motion.

CITIZENS PARTICIPATION: None. The motion passed unanimously.

8. Pro-forma architects is working with the Building Committee. Morgan McMillian and Carol Black had a discussion with Jeff Bulla on November 30, 2011 regarding his contract that expires at the end of June 2012. He stated that he would continue to work with us and extend the time. Bob Johntz made a motion to approve up to \$10,000 for Jeff Bulla to value engineer the LTCLD Building project. PK Chatterjee seconded the motion.

CITIZENS PARTICIPATION: None. The motion passed unanimously

9. The LTCLD has received a bill from the Travis County Water Control and Improvement District No. 17 for a sum of \$83,575.00. Our architect, Jennifer Paisley with King Engineering, and the Building Committee are working to try to get this charge reduced. This is based on the need for 5 Units.

WD#17 suggested that members of the Board meet with Haythem Dawlett to see if we could acquire any of his rights for the present time and pay him later. This meeting took place on November 29, 2011 with Mr. Dawlett, P K Chatterjee, Frank Black, and Carol Black present. Mr. Dawlett stated that he saw no problem with the water rights, but would have to check on the wastewater rights.

CITIZENS PARTICIPATION: None

10. Bob Johntz discussed the extension of a lease with the Provost Group.

CITIZENS PARTICIPATION: None.

11. No action was taken regarding a move to temporary quarters,

CITIZENS PARTICIPATION: None.

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

A fundraising meeting took place on Thursday, December 1, 2011. HEB and LCRA are among the entities being approached for support. A discussion was held regarding the sale of bricks. Jean Hennigan has created a display in the library. Additionally, a blitz campaign to visit local businesses to purchase bricks was discussed. Mrs. Hennigan has reserved places in Lakeway to erect banners to publicize the sale of bricks. Joyce Botta will design these banners. Sharon Rogers will design gift cards for people that are gifting bricks.

Morgan McMillian has designed a new version of our property sign. Mrs. Hennigan will have this made by Stokes Sign Company after City of Lakeway approval.

Ms. McMillian will speak to the Men's Breakfast Club on Wednesday, December 7, 2011 about the sale of bricks.

Representatives of the LTCLD will speak to the Lakeway Civic Corporation at 1:00 p.m. on Thursday, December 8, 2011 on the subject of funds needed.

The sale of bricks is at 95 bricks.

CITIZENS PARTICIPATION: None.

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

CITIZENS PARTICIPATION: None.

No Executive session was held

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 January 18, 2011. Another meeting is scheduled for February 15, 2011 at 4:00 p.m.

Since there was no further business the meeting was adjourned at 3:37 p.m.

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