

MINUTES OF LAKE TRAVIS COMMUNITY LIBRARY DISTRICT
BOARD OF TRUSTEES
January 18, 2012

At 4:00 p.m., President, Carol Black, called to order the one hundredth and thirty-sixth 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. Bob Johntz was absent. Attendees were Morgan McMillian, Frank Black, Jean Dowdy, Helen Kott, and Michelle Stecker (Lake Travis View).

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 January 5, 2012 minutes. PK Chatterjee made a motion to approve the minutes as presented. Sharon Rogers seconded the motion. The motion passed unanimously.

4. CITIZENS PARTICIPATION. None.

5. Wally El-Hitamy, President of the Rotary Club of Lakeway/Lake Travis, presented a check for \$16,666 to the District. Don Rude and Doug Lindgren also attended. This was their second installment and they will donate their final \$16,666 this July 2012, fulfilling their pledge of \$50,000 as stated in the Rotary Naming Rights Agreement. The Rotary Club of Lakeway/Lake Travis is donating one of the Meeting Rooms of the new Library structure. The LTCLD thanks the Rotary Club of Lakeway/Lake Travis for this awesome donation. CITIZENS PARTICIPATION. None. The Lake Travis View reporter took pictures of the occasion.

6. & 8. Frank Black, Bldg. Committee co-chair, gave a report to the Board. On Wednesday, January 4, 2012, a meeting was held between the Building Committee, Proforma Architect Jeff Bulla (by speaker phone,) and two representatives from Bartlett Cocke General Contractors. A great deal of the session was devoted to Value Engineering (VE). Some construction details were eliminated or delayed for future construction. Additionally, some substitution of comparable materials took place. Members present agreed on a final construction price of \$2,195,913. The landscape development, which includes the donor walkways, will be contracted in a second construction agreement. Final copies of all VE items were distributed to Board members for examination. On January 14, 2012, Carol Black wrote a letter to Bartlett Cocke General Contractors stating that the LTCLD "accepts the Bartlett Cocke bid of \$2,195,913 to construct a new Library and its associated parking and driveways as described in a Request for Sealed Proposals for a General Contractor for Construction of the new Lake Travis Community Library and its associated documents." Also the letter stated, "It is understood that the alternates #2 and #3 in the above are accepted resulting in a credit of \$63,000. Also, negotiations for "Value Engineering" deductions in the project will result in a saving of approximately \$199,850." A formal contract between the LTCLD and Bartlett Cocke will be completed in the near future. Haythem Dawlett has approved exterior changes regarding arches. PK Chatterjee asked that a Value Engineering schedule be prepared showing details of approved amounts and deferred amounts. CITIZENS PARTICIPATION. None.

7. At the Building Committee's meeting with representatives from the firm of Bartlett Cocke General Contractors a discussion was held regarding the construction process. Mr. John Dunn, Senior Project Manager, stated that an Owner's Representative be selected to meet with their firm possibly as often as once a week. Carol Black made a motion to appoint Peter Hitt and Frank Black to serve as Co-Owner's Representatives. Mr. Dunn suggested that only one person be appointed, but both gentlemen travel and they can now have back-ups insuring that the LTCLD is always represented throughout the construction process. Sharon Rogers seconded the motion. CITIZENS PARTICIPATION. None. The motion passed unanimously.

PK Chatterjee made a motion to express the Boards' great appreciation of the efforts of the Building Committee to value engineer the contract. Sharon Rogers seconded the motion.

CITIZENS PARTICIPATION. None. The motion passed unanimously.

9. Morgan McMillian presented information on Local Election Dates. It was noted at the all district meeting on Friday, January 13, 2012 that, even though we have changed our election to November, we must send the Justice Department letter before March 2012.

CITIZENS PARTICIPATION. Helen Kott asked who will be on the ballot in November. The positions held by Carol Black, Nancy Pencsak and PK Chatterjee will be on the ballot.

10. Treasurer's Reports for November and December were presented. Sales tax receipts for November were \$63,280 and for December were \$41,172. A packet of information, concerning funds available for construction, and information on the proposed General Obligation Bonds to be issued by the City of Lakeway, was presented to the Board. Sharon Rogers made a motion to approve the Treasurer's Reports. Nancy Pencsak seconded the motion. CITIZENS PARTICIPATION. None. The motion passed unanimously.

11. Regarding the City of Lakeway Bond Issue: On January 5, 2012, Carol Black sent a letter to Lakeway Mayor David DeOme requesting that the City "move forward with the City of Lakeway's bond issuance process." LTCLD Treasurer PK Chatterjee was assured that the District now had enough funds for the new Library building. At the January 17th meeting of the Lakeway City Council, the City Council members approved the LTCLD's request to proceed with the issuance of the bonds approved by the voters of the City on May 13, 2011 and to instruct the City's financial advisor and bond counsel to prepare the necessary documents for the sale of the bonds.

PK Chatterjee presented to the Board a packet of information concerning funds available for construction and information on the proposed General Obligation Bonds to be issued by the City of Lakeway. The Board will need to meet on Monday, February 6, 2012, at 11 a.m. to review the bids and make recommendations.

CITIZENS PARTICIPATION. None.

12. 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 fee reduced. 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, but as of this date nothing has been heard regarding this matter. CITIZENS PARTICIPATION. None.

13. We continue to work with Mr. Jeff Bulla of pro-forma architects.

CITIZENS PARTICIPATION. None.

14. Morgan McMillian discussed the extension of a lease with the Provost Group. A lease is being prepared that would go to the end of the year.

CITIZENS PARTICIPATION. Helen Kott asked when Ground Breaking would take place. The estimate is the first of March.

15. Regarding a move to temporary quarters, No discussion.

CITIZENS PARTICIPATION. None.

16. Morgan McMillian gave a report on fund raising efforts.

A discussion was held regarding the sale of bricks. Jean Hennigan created a display in the library that was quite effective over the holidays. The 'sale of brick' banners throughout the area has been most effective. Also, the gift cards were nice to send to recipients of bricks. A new sign has been erected on Lohman's Crossing advertising that construction will take place soon.

Sharon Rogers, Morgan McMillian, and Carol Black met with the Lakeway Civic Corporation on Thursday, December 8, 2011 to request additional funds. The LCC will be giving us a total gift of \$100,000.

Bob Johntz, Sharon Rogers, Nancy Pencsak, Carol Black, and Morgan McMillian attended a January 13th all-districts meeting, which contained a discussion of grant writing.

The sale of bricks is at 214 bricks. Pledges total \$707,981.96. A tentative date, October 7th, has been selected for the Dancing with Stars Gala. A Texas Book Festival grant and a Tocker Grant will be submitted. A jewelry party to benefit the library is planned for February 7th, and the Lions Club Spaghetti Supper will be February 21st.

CITIZENS PARTICIPATION. None.

17. 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 2:00 p.m. on February 15, 2012. Another meeting is scheduled for March 21, 2012 at 2:00 p.m.

Since there was no further business the meeting was adjourned at 5:53 p.m.

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