

**MINUTES OF LAKE TRAVIS COMMUNITY LIBRARY DISTRICT
BOARD OF TRUSTEES
February 15, 2012**

At 2:03 p.m., President Carol Black called the one hundred and thirty-ninth meeting of the Trustees of the Lake Travis Community Library District to order. The meeting was convened in the Lake Travis Community Library. Board Members present were Carol Black, Sharon Rogers, Bob Johntz, and P.K. Chatterjee. Nancy Pencsak was absent. Attendees were Morgan McMillian, Jean Dowdy, Frank Black, Sue Gilman, and Jody Roelofs.

The Pledge of Allegiance to the Flag of the United States of America and the Flag of the State of Texas were recited.

3. Carol Black, Board President, asked for the approval of the February 6, 2012 minutes. Sharon Rogers made a motion to approve the minutes. PK Chatterjee seconded the motion. The motion passed unanimously.

4. CITIZENS PARTICIPATION. None.

5. Regarding the City of Lakeway Bond Issue: On February 7, 2012, the Lakeway City Council met in chambers. At that time, they passed a resolution agreeing to the Interlocal Agreement between the LTCLD and the City of Lakeway. Additionally, the City's financial advisor and bond counsel addressed the Council. He discussed the submissions by banks regarding the sale of bonds to build the new library. The Council approved the sale of a bond to Prosperity Bank at 2.15% interest. At the present time, the issue is at the State Attorney General's office awaiting approval. It is hoped that funds will be available by the end of February 2012.

CITIZENS PARTICIPATION. None.

6. & 7. & 12. Frank Black, Building Committee co-chair, gave a report to the Board. On Thursday, February 9, 2012, a Building Committee meeting was held at the Lakeway City Hall. Discussions at the meeting related to the light and plumbing packages that were to be proposed by Bartlett Cocke Construction. Additionally, because the library may save some funds related to these packages, a decision was made to replace the two flagstone patios with tented stamped cement. This could be poured at the same time as the concrete foundation. The patios on the East and West sides of the building were to be completed in the landscaping phase but the concrete would be a cost-saving measure if done at the same time as the foundation. At the above meeting, Morgan McMillian presented the LTCLD landscaping plan that had been examined by the Friends of the Parks committee. Because of drought conditions, changes may have to be made.

A formal contract between the LTCLD and Bartlett Cocke is still being prepared. The LTCLD lawyer, Sharlene Collins, is working with Jeff Bulla of Pro-Forma Architects to finalize the document to be presented to the LTCLD and Bartlett Cocke Contractors.

The LTCLD has received a bill from Travis County Water Control and Improvement District No. 17 for a sum of \$83,575. After discussions, the fee has been lowered to \$42,000 to account for a lowered anticipated flow of average use due to a change in automatic faucets. There will be an approximate \$13,000 expense in installing plumbing fixtures that use less water.
CITIZENS PARTICIPATION. None.

8. Bob Johntz discussed our ongoing compliance with the Internal Revenue Service procedures. The annual 1099 forms were mailed.
CITIZENS PARTICIPATION. Jean Dowdy mentioned that her son is familiar with the 1099 procedure.

9. Sue Gilman presented information on the Justice Department letter that was mailed by certified mail in January, well before the March 2012 deadline.
CITIZENS PARTICIPATION. None.

10. The Treasurer's Report for January was presented. Sales tax receipts for January were \$40,959. An updated spreadsheet "Fund Availability for Library Building" was presented to the Board. Sharon Rogers made a motion to approve the Treasurer's Reports. Bob Johntz seconded the motion. CITIZENS PARTICIPATION. None. The motion passed unanimously.

11. Even though Mr. Haythem Dawlett transferred property to the LTCLD in March 2011, the Travis Central Appraisal District Records have not reflected that change. Bob Johntz has been extremely successful in working with Kristin DeLoney and the Appraisal District to get the records changed. He has been assured that the records have been changed.
CITIZENS PARTICIPATION. None.

13. We continue to work with Mr. Jeff Bulla of pro-forma architects.
CITIZENS PARTICIPATION. None.

14. Morgan McMillian has been assured by Trent Chastain of Reliance Commercial Realty that the Provost Group states that the LTCL may occupy the present quarters through the calendar year of 2012.
CITIZENS PARTICIPATION. None.

15. Sharon Rogers gave a report on fundraising efforts. The Fundraising Committee met on February 14, 2012. The Spaghetti Supper, the Third Dancing with the Stars Gala and a Holiday Home Tour are among upcoming fundraising efforts. The sale of bricks is at 255 bricks.
CITIZENS PARTICIPATION. None.

16. Morgan McMillian presented the Library Director's Report.
CITIZENS PARTICIPATION. None.

Executive sessions:

Carol Black adjourned the meeting at 3:50 p.m. to go into Executive Session for one agenda item.

Agenda Item #1: The Board of Trustees met 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 February 15, 2012 at 4:10 p.m.

At 4:11 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 2:00 p.m. on March 21, 2012. Another meeting is scheduled for April 18, 2012 at 2:00 p.m.

Since there was no further business, the meeting was adjourned at 4:12 p.m.

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