

**MINUTES OF LAKE TRAVIS COMMUNITY LIBRARY DISTRICT  
BOARD OF TRUSTEES  
March 21, 2012**

At 2:00 p.m., President, Carol Black, called to order the one hundred and fortieth 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, Ginger Gober, and Frank Black.

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 February 15, 2012 minutes. Sharon Rogers made a motion to approve the minutes as presented. Bob Johntz seconded the motion. The motion passed unanimously.

4. CITIZENS PARTICIPATION: None.

5. Regarding the City of Lakeway Bond Issue: The bond monies have been received by the City of Lakeway. The City's financial advisor and bond counsel has notified the City Manager, Steve Jones, that the City must retain the bond monies and not the LTCLD. Thus, they will have to apportion them out to the LTCLD on an as needed basis. As soon as a New Building bill comes in, the amount of the bill is communicated to the city and that amount will be released to the LTCLD. Funds from the Bonds will be used before LTCLD savings are used.

CITIZENS PARTICIPATION: None.

6. Frank Black, Bldg. Committee co-chair, gave a report to the Board. It was noted that all visitors to the construction site must sign in and be issued a hard hat.

There is a need to have construction materials testing services performed during the building of our new building. Three vendors have submitted submissions. PSI Inc. is the firm that has been proposed by members of the Building Committee. Bob Johntz has signed the contract with PSI Inc. as a member of the Board of Trustees with the responsibility of Board liaison to the Building Committee.

Building Committee Update - March 21, 2012

The Building Committee met with Bartlett-Cocke and Jeff Bulla (pro-forma) Tuesday March 20, 2012 in a Pre-Construction Conference coordinated by B-C. Details on the schedule to obtain the City of Lakeway Building Permit were discussed – along with the schedule for future planning, progress and coordination meetings.

The City requires an onsite review with the contractor to examine planned locations for work access by trucks and the environmental fence protection. This meeting will be held this week if the weather permits. The permit can then be issued by the City and full move-in by the contractor can begin. It appears the formal groundbreaking can be held in about two weeks. Billy Oxley was introduced as the onsite leader for Bartlett. He has just finished similar duties at a B-C job in Georgetown.

All agreed that the routine exchange of drawings and specifications can be handled through an On-line Project Management Program AEC-Sync. Onsite review progress meetings with the contractor, the architect and the LTCLD representatives will be held on two Wednesdays of each month.

Bartlett believes that if the work can begin within the next few days, they can finish in their planned 245 calendar day schedule which would mean completion around Thanksgiving.

A review of the various Value Engineering items which were developed to lower the cost of the original bid indicated the revised lower Bartlett bid is still valid. Some VE items cost increased on detailed review but others decreased. The selection of alternate lower cost lighting fixtures is still pending with the architect.

A very rough estimate of expenditures which might be required during the remainder of the construction was presented. We are continuing to look for a design group to designate the details of the Low Voltage wiring system which will handle the data, phones and WiFi for the new building.

**CITIZENS PARTICIPATION:** Ginger Gober pointed out that, in ordering furniture, the suggested time frame of 6 months before expected completion of the building, would mean June, 2012. Carol Black responded that plans call for May 2012 decisions.

7. Both the representative from the LTCLD (Carol Black) and the representative from Bartlett Cocke Construction, Steven A. McCleskey, Regional Vice President of Operations, North and Central Texas, have signed the construction contract as of March 13, 2012.

Additionally on March 16, 2012, Carol Black notified Mr. Haythem Dawlett of the March 13<sup>th</sup> signing, and that construction would proceed as quickly as possible. Also, she stated, "We continue to thank you for the property on which the new library will stand. Mr. Dawlett responded on March 16, 2012, "You are welcome can't wait."

**CITIZENS PARTICIPATION:** None.

8. Morgan McMillian and Carol Black discussed the technology vendors for the library. Two firms have met with them to discuss the technology needs of the new library. These firms are Admin@tech and TFE Connect (Technology for Education).

**CITIZENS PARTICIPATION:** Ginger Gober asked if Granite Securities had bid. Ms McMillian responded that she has contacted Granite Securities. Bidding is not required as we are seeking members of BuyBoard, etc.

9. At the March 20<sup>th</sup> meeting with representatives from Bartlett Cocke Construction, a groundbreaking timetable was discussed. The Board has set a tentative date of Monday, April 16<sup>th</sup> at 11:30 for the groundbreaking event. A list of local dignitaries and supporters will be compiled.

**CITIZENS PARTICIPATION:** Ginger Gober mentioned The Lakeway Civic Corporation.

10. Treasurer's Report was presented by P.K. Chatterjee. The Sales Tax receipts for February were \$61,637. Bob Johntz made a motion to approve the Treasurer's Report. Sharon Rogers seconded the motion.

**CITIZENS PARTICIPATION:** None. The motion passed unanimously.

11. P.K. Chatterjee discussed the opening of new bank accounts at A+ Credit Union, Telco Credit Union and American Bank of Texas. A motion was made by PK Chatterjee to approve the opening of accounts with A+ Credit Union with the following to have signatory authority to transact on these accounts: Carol M. Black (president), Prodyodth K. Chatterjee (treasurer), Robert Johntz (operations director). Nancy Pencsak seconded the motion.

**CITIZENS PARTICIPATION:** None. The motion passed unanimously.

P.K. Chatterjee made a motion to approve the opening of accounts with American Bank of Texas with the following to have signatory authority to transact on these accounts: Carol M. Black (president), Prodyodth K. Chatterjee (treasurer), Robert Johntz (operations director). Sharon Rogers seconded the motion. **CITIZENS PARTICIPATION:** None. The motion passed unanimously.

P.K. Chatterjee made a motion to approve the opening of accounts with Austin Telco Federal Credit Union with the following to have signatory authority to transact on these accounts: Carol M. Black (president), Prodyodth K. Chatterjee (treasurer), Robert Johntz (operations director). Sharon Rogers seconded the motion. CITIZENS PARTICIPATION: None. The motion passed unanimously.

12. Initially, the LTCLD received a bill from the Travis County Water Control and Improvement District No. 17 for a sum of \$83,575. Negotiations between this district and LTCLD were conducted. Because of a change to low-flow faucets and tank toilets, the fee has been reduced to approximately \$41,870.

CITIZENS PARTICIPATION: None.

13. We continue to work with Mr. Jeff Bulla of pro-forma architects. Mr. Bulla's 3 year contract ends June 29, 2012.

CITIZENS PARTICIPATION: Ginger Gober asked about the Brick pathway pattern. A design plan is being considered.

14. Though assured that the LTCL may occupy the present quarters throughout the calendar year of 2012, no lease agreement has been received from Trent Chastain of Reliance Commercial Realty.

CITIZENS PARTICIPATION: None.

15. Sharon Rogers gave a report on fund raising efforts. Sharon Rogers, Morgan McMillian, and Carol Black met with Lions Representatives, Emilia Hayes and Larry Swim on March 15, 2012 to receive a donation of \$4,700. This donation was the proceeds from the Lions Club Spaghetti Supper event held February 21, 2012.

A grant submission was made on March 15<sup>th</sup> for the John Cotton Dana Library Award.

A Christmas Parade of Homes is planned for December 9, 2012.

There will be a big push to sell bricks for a final count needed for construction. This begins in March. The sale of bricks is at 280 bricks, for \$54,000.

CITIZENS PARTICIPATION: Ginger Gober described the pathway plans for blank bricks, for future donations. Sales of Tickets to the Dancing with the Stars Gala, to be held at The Oasis in October, will begin in June. There is a possibility of some sort of drawing for tickets to the Master's Golf Tournament.

16. Morgan McMillian discussed the need for an updated Circulation Policy for Interlibrary Loan, and presented a recommended policy. Sharon Rogers made a motion to adopt the new policy. P.K. Chatterjee seconded the motion.

CITIZENS PARTICIPATION: None. The motion passed unanimously.

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

CITIZENS PARTICIPATION: None.

Executive sessions:

Carol Black adjourned the meeting at 3:59 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 March 21, 2012 at 4:13 p.m.

At 4:16 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.

CITIZENS PARTICIPATION: None. No action was taken.

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 April 18, 2012. Another meeting is scheduled for May 16, 2012 at 2:00 p.m.

Since there was no further business the meeting was adjourned at 4:16 p.m.

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