

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

At 4:00 p.m., President, Carol Black, called to order the one hundred and forty-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, and Bob Johntz. PK Chatterjee was absent. Attendees were Morgan McMillian, Margaret McDermott, and Nicole Usiondek.

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 May 17, 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. There were no additional reports to the Board from the Building Committee.
CITIZENS PARTICIPATION: None.

6. Morgan McMillian and Carol Black discussed the technology vendors for the library. Four firms have met with them to discuss the technology needs of the new library. These firms are Admin@tech, TFE Connect (Technology for Education), Black Box Network Services, and SCTi.
CITIZENS PARTICIPATION: None.

7. In the absence of PK Chatterjee, the Treasurer's information was presented by Bob Johntz. The Sales Tax receipts for April were \$72,042.53. The District has received a property tax bill from The Travis Central Appraisal District for \$6,451.34. A formal protest will be filed with the Appraisal District. The deadline for this filing is May 31, 2012
CITIZENS PARTICIPATION: None.

8. Bob Johntz discussed the rise in costs and change in procedures of auditor, West, Davis & Co. to perform the annual audit. Discussion followed. The increase in premium is caused by the District owning property and the bond arrangement with City of Lakeway. Also the audit will include the sub-contractors of the new building. The District's fiscal year ends June 30, 2012. Bob Johntz will investigate other auditing firms. CITIZENS PARTICIPATION: None

9. Bob Johntz and Carol Black discussed the bank signature process at a bank and treasurer procedures. The Vice President is now a signatory on the checking account at Prosperity Bank, bringing to four, the number of possible signers on that one account. Invoice procedures were updated to insure that the Library Administrator will receive all invoice documents. CITIZENS PARTICIPATION: None

10. It had been decided at the April 18, 2012 meeting, to obtain additional safe deposit space.
CITIZENS PARTICIPATION: None

11. We continue to work with Mr. Jeff Bulla of pro-forma architects. A discussion was held on the LTCLD's procedure to pay Mr. Bulla's invoices. CITIZENS PARTICIPATION: None

12. 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.

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

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

There was a big push to sell bricks for a final count needed for construction. This began in March and came to a halt at the end of April. Bricks will still be for sale. The sale of bricks is at 448 bricks, for \$86,875.00. Building Fund Pledges total \$785,255.96.

Sales of Tickets to the Dancing with the Stars Gala, to be held at The Oasis in October, will begin soon. CITIZENS PARTICIPATION: Nicole Usiondek gave some information on furniture grants.

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

CITIZENS PARTICIPATION: None

15. The Central Texas Library System is asking member libraries to pay a fee for membership. This is due in part because the Texas State Library has ceased financial support of library systems. CTLS has provided options from which libraries may choose. A discussion was held as to which of two options would best serve the LTCLD. Also, a discussion was held regarding the payment of these fees. Option 2 was proposed because it would provide the services that are crucial to the LTCLD.

Sharon Rogers made a motion to select the CTLS Option 2 and pay the \$600 fee. Nancy Pencsak seconded the motion.

CITIZENS PARTICIPATION: None. The motion passed unanimously.

16. A discussion was held on the times and days for Board meetings in the months of June and July. Friday, June 22, 2012 at 2 p.m., and Wednesday, July 18, 2012 at 4 p.m. were selected.

17. Executive sessions:

Carol Black adjourned the meeting at 5:25 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 May 16, 2012 at 5:30 p.m.

18. At 5: 31 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.

19. Comments from Board Trustees: Carol Black stressed the need for board members to take note of meeting dates and to promptly notify the Board President if they are unable to attend; in order to save county fees, secretarial time and library calendar rescheduling.

20. Since there was no further business the meeting was adjourned at 5:35 p.m.

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