

**MINUTES OF LAKE TRAVIS COMMUNITY LIBRARY DISTRICT
BOARD OF TRUSTEES
June 22, 2012**

At 2:00 p.m., Secretary, Nancy Pencsak, called to order the one hundred and forty-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 Nancy Pencsak, P.K. Chatterjee, and Bob Johntz. Absent were Carol Black and Sharon Rogers. Attendees were Morgan McMillian, Jean Dowdy, and Peter Hitt.

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 21, 2012 minutes. Bob Johntz made a motion to approve the minutes as presented. P.K. Chatterjee seconded the motion. The motion passed unanimously.

4. CITIZENS PARTICIPATION: None.

5. Peter Hitt, Bldg. Committee co-chair, gave a report to the Board on the progress of the new library structure. From the meeting with the contractor and Architect on June 13:

- * Jeff Bulla reviewed samples of stone facing and stucco colors proposed for the building.
- * The design for the dumpster enclosure is awaiting Bartlett Cocke, providing background on a unit installed on another Bartlett Cocke job.
- * The street lamp chosen by the electrician was rejected by the Lakeway Building Permits group. An alternate fixture will be chosen -- this new lamp design will require 3 additional street lamp poles.
- * The aluminum storefronts for the building have been specified, except for those containing display cases which will be located near the building entrance. Jeff is redesigning these.
- * The contractor has been hanging structural steel on the section of the slab available. Some problems between the drawings, shop drawings and fabricated sections have been found. These do not represent serious problem. (A drive-by view of the steel in place gives a perspective of how large and tall the building will appear from the street.)
- * The construction remains behind the original schedule. Bartlett folks are trying to overcome the delays caused by the wayward Austin Energy underground power line. Austin Energy contractors have been working on the relocation of their lines and hope to be complete within one week.
- * Bartlett will promptly work on installation of the second section of the slab when Austin Energy completes their work.
- * Bartlett is accumulating Change Orders for a contract adjustment at a later date. The significant additions so far are associated with the underground electric rerouting. The deletion of the Fire Sprinklers will be a good credit. Morgan won a Book Return Box at a convention which will also be a credit Change Order. The next Construction Meeting will be held on June 27th.

In addition, the estimated completion date has changed to December 11th.

The change of the dumpster fence from stone to wood has been approved by the City.

The drop box credit is about \$6,473.

The partition to the meeting room will be added.

CITIZENS PARTICIPATION: None.

6. Morgan McMillian 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. The Tech Committee (Morgan McMillian, Frank Black, Peter Hitt, and Carol Black) met on June 8, 2012 at 2:00 p.m. to review the final submissions by firms. Black Box Network Services was selected for various reasons, including lowest bid. Ms. McMillian notified this firm of the committee's decision that same afternoon. The committee was delighted to learn that Black Box Network Services had worked with Bartlett Cocke Contractors previously, as had one of the other vendors.

CITIZENS PARTICIPATION: None.

7. Sue Gilman gave a report on the upcoming November election. In July, the District will issue an Election Order for an election to be held on November 06, 2012. The seats held by Carol Black, P.K. Chatterjee, and Nancy Pencsak are up for election.

CITIZENS PARTICIPATION: None.

8. P.K. Chatterjee gave the Treasurer's Report. Mr. Chatterjee reported sales tax receipts for the month of June as \$51,000.

As the Vice-President was placed as a signatory on the Prosperity Checking Account, both Bob Johntz and P.K. Chatterjee need to visit Prosperity Bank to sign the new signatory card.

The District has received a Notice of Appraised Value from The Travis Central Appraisal District, with an estimated property tax of over \$6,000. An email was sent on May 22, 2012, providing information as to the District's non-taxable status as a governmental entity. The Appraisal District has promised a letter acknowledging the Library District's status.

Bob Johntz pointed out that storage fees have been paid through January 2013. After that date the District will have no need for two of the storage units.

Bob Johntz made a motion to approve the Treasurer's Report. Nancy Pencsak seconded the motion.

CITIZENS PARTICIPATION: None. The motion passed unanimously.

9. P.K. Chatterjee discussed the 2012-2013 budget. There is provision in the budget for additional staff after moving to the new building.

P.K. Chatterjee made a motion to approve the 2012-2013 budget. Bob Johntz seconded the motion.

CITIZENS PARTICIPATION: None. The motion passed unanimously.

10. Regarding auditor selection for the LTCLD, Bob Johntz has sent a letter of engagement to West, Davis & Company for the 2011-2012 audit. CITIZENS PARTICIPATION: None.

11. P.K. Chatterjee and Morgan McMillian discussed updates to the Financial Controls Policy. This update was needed because of another Board member being appointed as a signatory on the Prosperity Bank Checking Account. This member is the Vice-President, Sharon Rogers.

P.K. Chatterjee made a motion to approve the revised addition of the Financial Controls Policy. Bob Johntz seconded the motion. CITIZENS PARTICIPATION: None. The motion passed unanimously.

12. Bob Johntz discussed the Safe Deposit changes. The current box is sufficient for the time being. The District is on the waiting list for a larger box. 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 the lease with the Provost Group. Bob Johntz noted that even though our lease expired the end of May, the LTCLD was still charged the same rental fee for the month of June. The LTCLD has been assured, verbally, that the library may occupy the present quarters throughout the calendar year of 2012. CITIZENS PARTICIPATION: None.

15. Morgan McMillian reported on the Fund Raising Committee. Both the Lakeway Civic Corporation and The Rotary Club of Lakeway have made their final payments on their generous pledges. The Dancing with the Stars Committee is meeting regularly and tickets of \$9,200 have already been sold. 465 Bricks have been sold, for \$90,875. Luke's wings will receive \$925, which is 5% of the Veteran's Bricks sales. Grant applications have been sent to the Tocker Foundation for \$50,000 and the Vaughan Foundation for \$5,000. A grant will be submitted to the LCRA for \$25,000.
CITIZENS PARTICIPATION: None.

16. Morgan McMillian gave the Library Director's Report. The membership fee to CTLS has been paid. CITIZENS PARTICIPATION: None.

17. Morgan McMillian discussed Choice Facility Partners. P.K. Chatterjee made a motion that the District join the Choice Facility Partners. Bob Johntz seconded the motion.
CITIZENS PARTICIPATION: None. The motion passed unanimously.

18. Executive session:

Nancy Pencsak adjourned the meeting at 4:05 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 June 22, 2012 at 4:18 p.m.

19. At 4:19 p.m., Nancy Pencsak 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.

20. Comments from Board Trustees

21. Closing: Future meetings: July 18, 2012 – 4:00 p.m.; August 15, 2012 – 2:00 p.m.

22. Since there was no further business the meeting was adjourned at 4:20 p.m.

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