

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

At 4:00 p.m., President, Carol Black, called to order the one hundred and forty-fifth 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, PK Chatterjee, Carol Black, Sharon Rogers, and Bob Johntz. Attendees were Morgan McMillan, Frank Black, and Sue Gilman.

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 June 22, 2012 minutes.

Bob Johntz made a motion to approve the minutes as presented. PK Chatterjee seconded the motion. The motion passed unanimously.

4. CITIZENS PARTICIPATION: None.

5. Sue Gilman gave a report on the upcoming November election, and provided the Board with a list of important dates.

Sharon Roger made a motion that the Board call for an election to be held on November 6, 2012, for the purpose of electing three trustees for 2 year terms. Nancy Pencsak seconded the motion.

CITIZENS PARTICIPATION: None. The motion passed unanimously.

6. Frank Black, Bldg. Committee co-chair, gave a report to the Board on the progress of the new library structure. Construction Update – July 18, 2012

Wayward lines relocated – After significant delays, both Austin Energy and Time Warner Cable completed, this past week, the movement of their underground service lines which serve Tuscan Village and which had been mistakenly placed under the corner of our proposed building foundation.

Bartlett Cocke is proceeding with the foundation work on the 1/3 of the building slab which could not be poured while the above lines were an obstruction. They have been working on the assembly of the structural steel on the areas of the building slab which has been in place. Materials are onsite to start with assembling the building roof within the next two weeks.

Austech inspection has been contracted to follow the roof assembly and sealing as the owner's representative monitoring the roof installation.

The City building department rejected the parking lot lighting plan of the architect – A revised plan which includes the use of fixtures matching those planned for Tuscan Village has been approved – the additional cost will be about \$20,000.

With additional funds available, two Value Engineering cost reduction items have been reinstated. The automated accordion wall which divides the conference meeting room is now in the work scope. (about \$10,400). The use of decorative flagstone in the sidewalks on the south and west perimeters of the building has been authorized. (about \$15,000).

The current estimate for construction completion by Bartlett Cocke is December 9th, 2012. The next construction meeting will be on Wednesday, July 25th at 10 a.m.

Carol Black noted that the Furniture Committee has selected for purchase most of the furniture to go in the new library structure. Sharon January and Jeff Bulla spent numerous hours on Friday, July 13, 2012 selecting fabrics for this furniture. Many thanks to this committee, especially Sharon January and Jeff Bulla, who researched so many pieces of furniture. All furniture will be purchased through cooperative vendors. Additionally, it must be noted that the LTCLD will be entering into a lease arrangement with the vendor to acquire the furniture. The District's auditors have recommended that at least two bids should be obtained for leasing furniture. They have also indicated that the furniture lease contract should preferably have the option to terminate at least every year. According to the Bond agreement with the City of Lakeway, any lease agreements are subject to the approval of the City Council, as they are considered loans.

On Thursday, July 12, 2012, the Shelving Committee, consisting of Jeff Bulla, Morgan McMillian, and Carol Black visited the Boerne Public Library to examine shelving components for different media formats. Vendors will be contacted shortly requesting bids on these types of shelving. Also, it is the plan to have movable shelving components in certain areas of the library to provide programming space when needed. The Boerne Public Library was most helpful in advising the committee on all shelving components. Bids will be requested from three shelving suppliers. CITIZENS PARTICIPATION: None.

7. Carol Black discussed the technology vendor for the library. Working with Bryan Beard of Black Box Network Services, our lawyer, Sharlene Collins compiled a contract between the LTCLD and Black Box. Carol Black has signed the contract. Black Box has signed the contract. CITIZENS PARTICIPATION: None.

8. The contract with Jeff Bulla of pro-forma architecture, inc. expired on June 30, 2012. Our lawyer, Sharlene Collins will compile a contract extension to proceed through the end of March 2013. CITIZENS PARTICIPATION: None.

9. PK Chatterjee gave the Treasurer's Report. Mr. Chatterjee reported sales tax receipts for the month of June as \$51,746, and July as approximately \$56,000. It was noted that Trustee, Sharon Rogers, departed the meeting at this time.

Bob Johntz made a motion to approve the Treasurer's Report. Nancy Pencsak seconded the motion. CITIZENS PARTICIPATION: None. The motion passed unanimously.

10. Bob Johntz discussed the notice of appraised value from the Travis Central Appraisal District. Bob Johntz reported that though no written confirmation has been received, the Appraisal District has informed him that the District was not coded properly, and that the District will be correctly coded as a governmental entity, not subject to property tax. CITIZENS PARTICIPATION: None.

11. Morgan McMillian discussed the extension of the lease with the Provost Group. It was noted that even though our lease expired the end of May, the LTCLD is still being charged the same rental fee. The LTCLD has been assured that the library may occupy the present quarters throughout the calendar year of 2012. Ms McMillian, in the presence of staff member Kim McGee, has been assured by phone, of this status. CITIZENS PARTICIPATION: None.

12. On Friday, July 13, 2012, Bob Johntz, Nancy Pencsak, Carol Black, and Morgan McMillian attended the meeting of the Library District Discussion Group at the Laura Bush Library. Bob Johntz attended the Financial Training. The topics discussed were Records Retention, Recapture of Sales Tax Collection, and Legislative items concerning Library Districts. The next meeting of the TLDDG will be January 18, 2013 at the Bulverde Library. CITIZENS PARTICIPATION: None.

13. Morgan McMillian discussed a proposed Meeting Room Policy for the new library. She is researching policies from other libraries. CITIZENS PARTICIPATION: None.

14. Morgan McMillian discussed the need to form an Advisory Art Selection Committee that will help to create an art selection policy and advise on the selection of art objects. The new library will decorate certain areas with only those items approved by this committee and the Library Director. Ms McMillian would like input from the Board, on the make up of this Committee by the next Board Meeting.

CITIZENS PARTICIPATION: None.

15. Morgan McMillian reported on the Fund Raising Committee. The Dancing with the Stars committee is meeting regularly and 171 tickets and 4 sponsor's tables have already been sold. Bricks sold: 468. Luke's Wings has been sent \$950.00 for the 5% of veterans' bricks that were sold.

CITIZENS PARTICIPATION: None.

16. Morgan McMillian gave the Library Director's Report.

CITIZENS PARTICIPATION: None.

17. Executive session:

Carol Black adjourned the meeting at 6:33 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 July 18, 2012 at 7:14 p.m.

18. At 7:15 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.

PK Chatterjee made a motion to approve discussed changes to compensation for all staff members. Nancy Pencsak seconded the motion.

CITIZENS PARTICIPATION: None. The motion passed unanimously.

Closing: Future meetings: August 15, 2012 – 2:00 p.m.; September 19, 2012 – 2:00 p.m.

Since there was no further business the meeting was adjourned at 7:23 p.m.

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