

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

At 2:00 p.m., Vice President, Sharon Rogers, called to order the one hundred and forty-sixth 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, Sharon Rogers, and Bob Johntz. Attendees were Joan Buzzard, Jean Dowdy, Sue Gilman, Helen Kott, and P. A. Penley.

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 July 18, 2012 minutes.

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

4. CITIZENS PARTICIPATION. None.

5. Sue Gilman gave a report on the upcoming November election. All postings are in place and the last day for candidates to file is August 20, 2012. The last day to cancel the election is Friday, August 24, 2012.

CITIZENS PARTICIPATION: None.

6. P. A. Penley, of the Building Committee, gave a report to the Board on the progress of the new library structure.

Library Construction Meeting - August 8, 2012

Construction progress is going well with a new completion date of Nov. 30, 2012.

Several items worth noting are:

1. Bartlett Cocke anticipates potential time extension costs due to delay in construction caused by buried TWC lines.
2. Structure is expected to be completed by the end of next week.
3. Exterior walls and framing will be finished by the end of the month.
4. Interior wall partitions will be started within the next week.
5. A mock up of the exterior wall materials is being built and should be finished by this afternoon, August 8th. Visitors can view the mock up but must check in to the construction office first.
6. Roofing will start in two weeks.
7. Change order #1 is being prepared and will include RCO's 1 through 12. The cost is expected to be \$22,126. All told, things are going well. The next construction meeting will be on August 23, 2012.

CITIZENS PARTICIPATION: Helen Kott asked where the 'mock-up' will be located. It will be on site.

7. The Library Director's Report was given by Sue Gilman.

CITIZENS PARTICIPATION: None.

8. The discussion of the technology vendor for the library is postponed till the next board meeting. PK Chatterjee pointed out that the Board needs the recommendations from the various committees, like furniture, and technology, as soon as the recommendations are ready. Recommendations from policy committees, like Meeting Room and Art Selection, should be submitted by October 31, 2012.

CITIZENS PARTICIPATION: Helen Kott asked if furniture is to be purchased or leased. PK Chatterjee said it will most likely be leased.

9. The contract with Jeff Bulla of pro-forma architecture, inc. expired on June 30, 2012. A contract extension through the end of March 2013 has been signed by Jeff Bulla and Board President, Carol Black.

CITIZENS PARTICIPATION: None.

10. PK Chatterjee gave the Treasurer's Report. Mr. Chatterjee reported sales tax receipts for the month of July as \$56,000 and August as \$67,000. A list of all expenses, due to the moving of the misplaced TWC lines, is being compiled, and will be submitted to Haythem Dawlett.

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

CITIZENS PARTICIPATION: None. The motion passed unanimously.

11. 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. Mr. Johntz has sent another email to Appraisal District asking for this confirmation and pointing out that this tax bill will be shown to our auditors as an outstanding, though invalid obligation.

CITIZENS PARTICIPATION: None.

12. Sue Gilman said that Morgan McMillian has been telephoning Trent Chastain, attempting to verify this 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.

13. The discussion of the information from Tax Revenue Consultants concerning missing sales tax revenue is postponed to the next meeting.

CITIZENS PARTICIPATION: None.

14. Postponed until next Board meeting: A proposed Meeting Room Policy for the new library. Policies from other libraries are being research.

CITIZENS PARTICIPATION: None.

15. Board members are requested to suggest names to serve on the 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.

CITIZENS PARTICIPATION: Joan Buzzard committed that guidelines for the 'acceptance' of donated objects should be included in this policy.

16. Sharon Rogers reported on the Fund Raising Committee. The Dancing with the Stars Committee is meeting regularly and indoor tickets have sold out, 4 sponsor tables have been sold, and one more has been pledged.

The Building Fund has received a \$15,000 individual donation.

CITIZENS PARTICIPATION: None.

17. There was no Executive session.

Comments by Board Members: Bob Johntz pointed out that the contract with American Mini Storage for three units runs through January 2013.

Closing: Future meetings: August 22, 2012 – 2:00 p.m.

September 19, 2012 – 3:00 p.m.

October 17, 2012 - 2:00 p.m.

Since there was no further business the meeting was adjourned at 3:15 p.m.

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