

**MINUTES OF LAKE TRAVIS COMMUNITY LIBRARY DISTRICT
BOARD OF TRUSTEES
September 19, 2012**

At 3:00 p.m., President, Carol Black, called to order the one hundred and forty-eighth 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 McMillian, Sue Gilman, Jean Dowdy, Mikus Grinbergs, and Margaret McDermott.

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 August 15, 2012 minutes.

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

Nancy Pencsak, Board Secretary, asked for the approval of the August 22, 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. Sue Gilman stated that the November Board Trustee election has been cancelled.

CITIZENS PARTICIPATION: None.

6. Peter Hitt, Bldg. Committee co-chair, gave a report to the Board on the progress of the new library structure. Construction Meeting Notes, August 23, submitted by P.A. Penley:

For roofers' safety, cable reels called yo-yos will be mandatory. They work like an auto seat belt, attached to a harness, limiting any free fall to 2 feet.

A color selection panel was on hand for review later in the day.

Angle metal roof deck edges were required, part of value engineering trade-offs in the change from Tectam decking.

A change in display case details adds a quoted extra cost for glass of \$10,033. Credit from replacing store-front glass not yet determined. Negotiation is likely.

Staff lounge finish-out by a home builder/possible donor discussed. Potential problems of warranties, liabilities and job coordination need to be considered.

Black Box cabling work and IT wiring now scheduled for mid-September.

Revised landscape plan to go for bids after City approval. B/C has had good results using a contractor named Riata on other work.

A time extension of 2 days may be claimed from remobilization of ironworkers and a concrete pump truck after interruptions in the work.

Carpet tile colors and detailed layout will be done by Shaw, the carpet manufacturer.

An Austin Energy electrical pull box next to the transformer pad must be raised about 2 feet to be above finished grade. Because the circuits in the box are energized, only their contractor is allowed to do the work, at a cost of \$3,700. We pay now, to release the transformer on hand, which we must have to avoid a long delivery time.

The ladder and hatch to the machinery space will be relocated to the janitor closet, to give more access room.

Library Construction Meeting - September 19, 2012

Construction progress is going well. Due to recent rain delays, a new construction completion date of Dec. 12, 2012 has been established. Continuing efforts to improve on that date are under way.

Several items worth noting are:

[1]. This week, installation of masonry and plaster walls have begun as well as completion of roofing and soffits.

[2]. Because of the potential of donor bricks cracking, additional bricks will be ordered for replacement or future use.

[3]. There are questions regarding the cost of landscape plans. The original estimate was around \$125,000. New estimates could approach an increase to \$150,000. Part of that increase is due to the fact that laying the donor bricks is included whereas it was not part of the original estimate. Efforts are being made to find out what has caused the increase.

[4]. Change order #1 is completed and includes RCO's through 12 and 15 thru 17. These RCO's have all been approved by the building committee and the architect. The cost is \$28,179.00.

[5]. A keying plan has been developed with Morgan's help and will be finalized within the next week.

All told, things are going well and efforts are being made to complete the building before Dec. 12.

Morgan McMillian noted that the furniture bid price is \$117,442.95. Ms. McMillian shared with the Board, a folder with the paint colors for the new building. Regarding the 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. Bids will be requested from three shelving suppliers.

CITIZENS PARTICIPATION: Margaret McDermott asked about the book drop mentioned in Peter Hitt's Building Committee Report. Ms. McMillian responded that she had received a book drop at a recent Library convention.

Out of Order:

15. Morgan McMillian presented the Library Director's Report

CITIZENS PARTICIPATION: None

7. While the firm, Black Box Network Services, is installing the data cabling in the new library, Morgan McMillian discussed the technology hardware needs for the library. Several firms have submitted bids on the hardware needed. CITIZENS PARTICIPATION: None.

8. Jeff Bulla of pro-forma architecture, inc. continues to work with the contractors to construct the new library. PK Chatterjee will contact Mr. Bulla regarding the architect's fees.

CITIZENS PARTICIPATION: None

9. PK Chatterjee gave the Treasurer's Report. Mr. Chatterjee reported sales tax receipts for the month of August as \$67,089, and September as approximately \$53,000.

Sharon Rogers made a motion to approve the Treasurer's Report. Bob Johntz seconded the motion.

CITIZENS PARTICIPATION: None.

The motion passed unanimously.

10. All furniture will be purchased through Cooperative vendors who meet the TXMAS prices. 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 pointed out that 2 bids will be needed whether leasing or purchasing. The Lakeway City Manager has been notified of the lease arrangement and has verbally approved the lease. Sharon Rogers made a motion to lease the furniture and the shelving. PK Chatterjee seconded the motion.

CITIZENS PARTICIPATION: None.

The motion passed unanimously.

Out of Order:

19. As the LTCLD is purchasing all new furniture for the new library, the current furnishings will need to be purged. Some shelving, file cabinets, and a few other items will go to the new library, but most furnishings will be sent to other places. The Board discussed this issue. Sharon Rogers will look for temporary storage. CITIZENS PARTICIPATION: Margaret McDermott asked if there was any possibility of the library staying in the current location past December 31st. That is not possible, as the space has been leased.

11. Bob Johntz discussed the notice of appraised value from the Travis Central Appraisal District. A document, establishing the District's tax exempt status, dated September 11, 2012, has been received from the Travis Central Appraisal District.
CITIZENS PARTICIPATION: None.

12. 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. Trent Chastain has verbally assured Ms. McMillian that the library may occupy the present quarters throughout the calendar year of 2012, and informed Ms. McMillian that the Provost Group had received a signed lease for the present quarters, effective January 01, 2013, from another source. CITIZENS PARTICIPATION: None.

Note: Carol Black left the meeting.

13. The prospect of engaging a sales tax compliance service is postponed to a later meeting.
CITIZENS PARTICIPATION: None.

14. Nancy Pencsak discussed the possibility of the need for more storage for library materials and equipment. PK Chatterjee made a motion that the district continue to pay for storage space. Nancy Pencsak seconded the motion.
CITIZENS PARTICIPATION: None. The motion passed unanimously.

Note: Carol Black rejoined the meeting.

16. Morgan McMillian discussed the Personnel Policy. PK Chatterjee made a motion to update the vacation policy, as suggested by Ms McMillian. Sharon Rogers seconded the motion
CITIZENS PARTICIPATION: None. The motion passed unanimously.

17. Morgan McMillian discussed a fund raising auction for a Reserved Parking Space. Sharon Rogers made a motion that a Reserved Parking Space be auctioned, with a minimum bid of \$500. PK Chatterjee seconded the motion. Carol Black noted that the City of Lakeway requires 37 parking spaces to be available for library patrons. The other additional parking spaces are to be shared with the business building next to the library. There are no parking spaces in our agreements to be given away/sold to an individual.
CITIZENS PARTICIPATION: None. The motion passed, with Carol Black voting no.

18. The Board voted on the TML Intergovernmental Risk Pool Board of Trustees Election.
CITIZENS PARTICIPATION: None. PK Chatterjee abstained.

20. Morgan McMillian discussed a proposed Meeting Room Policy for the new library. She is researching policies from other libraries. She invited Board suggestions and the Policy will be taken up at the October meeting. CITIZENS PARTICIPATION: None.

21. Morgan McMillian discussed the need to form a Gallery Advisory Art Selection Committee that will help to create a Gallery Display art selection policy and advise on the selection of art objects. Board members will

propose names of likely candidates for this committee. Under current policy, The District Board is in charge of the selection of permanent art objects, with input from the Library Director. This committee will be taken up at the October meeting. CITIZENS PARTICIPATION: None.

22. Morgan McMillian reported on the Fund Raising Committee. A \$10,000 grant from HEB has been received for naming the Spanish Collection. The *Dancing with the Stars* Committee is meeting regularly and 387 tickets and 6 sponsor's tables have already been sold.

CITIZENS PARTICIPATION: None.

23. Executive session:

Carol Black adjourned the meeting at 5:40 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 September 19, 2012 at 5:47 p.m.

24. At 5:47 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. No action was taken.

Board Comments:

Closing: Future meetings: October 17, 2012 – 2:00 p.m.; November 14, 2012 – 2:00 p.m.

Since there was no further business the meeting was adjourned at 6:00 p.m.

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