

**MINUTES OF LAKE TRAVIS COMMUNITY LIBRARY DISTRICT
BOARD OF TRUSTEES
November 14, 2012**

At 2:00 p.m., President, Carol Black, called to order the one hundred and fiftieth 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, and Bob Johntz. Attendees were Morgan McMillan, Jean Dowdy, Sue Gilman, Mikus Grinbergs, Laura Mitchell, Diane Taylor, and Steve Zbranek.

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 October 17, 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. Nancy Pencsak, PK Chatterjee, and Carol Black signed the "Statements of Elected/Appointed Officers.

6. Nancy Pencsak, PK Chatterjee, and Carol Black took the Oath of Office as Board Trustees.

7. An election of officers for the LTCLD was held for the 2012-2013 year.

Carol Black was nominated for President

Sharon Rogers was nominated for Vice-President

Nancy Pencsak was nominated for Secretary

PK Chatterjee was nominated for Treasurer

Bob Johntz was nominated for Coordinator of Library Operations and Human Resources

Nancy Pencsak made a motion to elect the so nominated candidates for office in the 2012-2013 year.

PK Chatterjee seconded the motion. Carol Black asked if there were any nominations from the floor. There were none. The vote was called and the motion carried unanimously.

8. The Chamber of Commerce has offered to sponsor the LTCLD's Dancing with the Stars Gala in future years. Sharon Rogers arrived during this presentation. Steve Zbranek stated that they wish to share a percentage of the profits from this annual event with the LTCLD. Sharon Rogers made a motion to accept the Chamber of Commerce's offer to sponsor the Dancing with the Stars Gala sharing 20 – 25% of the profits with Library. PK Chatterjee seconded the motion.

CITIZENS PARTICIPATION: Diane Taylor suggested there were other themes for Galas that the Chamber could present, if needed. The motion passed unanimously.

9. Bob Johntz, Bldg. Committee member, gave a report to the Board on the progress of the new library structure. The Building Committee met with Bartlett Cocke representatives on Wednesday, October 31, 2012 and Monday, November 12, 2012. Reports from each meeting were presented.

Library Building Construction Meeting – October 31, 2012. The construction manager reported:

- (1) The gas system has been installed and is awaiting a meter installation.
- (2) Revised landscape drawings have been received and have been issued to bidders.
- (3) Tile is being installed in the restrooms.
- (4) The walls are structurally in place and the wall board is being taped and floated.
- (5) The location for the vent for the microwave was resolved.
- (6) An October 30th report by our independent roof construction firm (Austech) outlined significant problems they observed in roof construction by Capitol Cladding, the sub contractor, who is installing the roof. The Bartlett Cocke supervision noted they were calling a meeting with Austech and Capitol Cladding to promptly resolve the proper installation of the roof.

The October invoice from Bartlett Cocke indicated that \$807,126 remained to be paid on their contract. These funds to be paid include the retainage called for in the contract.

The contractor schedule indicates completion by Bartlett Cocke on December 12th – which allows the Library to start move-in December 14th. Move in, of course, depends on receiving an Occupancy Permit from the City of Lakeway.

A reminder, some funds, not now in the Bartlett Cocke construction contract, will likely be needed for sound reduction installation - particularly in the large adult reading area.

Also, for the protection of the children attending Library programs, money may be needed for a protective fence near the pond perimeter by the Library.

Construction Meeting – November 12, 2012

This meeting was held early at the request of the Architect. Bartlett Cocke has received a low bid of \$142,000 for the landscaping and associated work. The low bidder and the Landscape Architect must work together on the details of plant selection. This price does not include a filter system for the irrigation system which would limit the maintenance needed on sprinkler heads (to be determined later).

Several change orders are pending, including one that reconfigures the mounting system for track lighting in the adult library. The original plan appeared unattractive to the architect.

The Architect and Civil Engineering consultant are convinced that a “grass stabilized slope” is suitable to meet the pond “shoring” requirement negotiated in the “Reciprocal Easement and Maintenance Agreement,” which was signed at the same time that the lot from JH Tuscan Village, LP was transferred to the LTCLD.

The carpet markup was approved. Tuscan style tile is being installed in the restrooms. Some interior trim is specified as “oxidized copper” - this product is somewhat experimental and BC is attempting to provide a substitute. Internal wall board installation is nearing completion.

Our independent roof installation inspector (Austech) continues to find quality problems in the roof sub-contractor’s work. BC indicates they will work with the roofer to assure the installation is correct.

BC indicates that December 18th is their date for substantial completion. A City Occupancy Permit date depends on clearance by the Fire Department, Water District and City Engineer. The next Construction meeting will be held on November 28th. End of report.

Many email discussions have been made on the shoring of the pond adjacent to the library. The Reciprocal Easement and Maintenance Agreement between Tuscan Village Master Condominium Community, Inc. and the LTCLD states that this shoring will be installed. This document was signed on the day the land was transferred to the LTCLD. Carol Black and Bob Johntz met with the contractor and architect at the site and have been assured that stone shoring is not needed; the soil is sufficient. The problem of parking lot flooding from the retaining wall has not been addressed by Haythem Dawlett.

Shelving has been ordered from Libra-tech representative, Penny Gromatzky. No delivery date has been given.

Zbranek & Holt Custom Homes facilitated the donation of cabinets and countertops for the staff lounge. Austin Wood Works is providing the cabinetry. Morgan McMillian and Architect Jeff Bulla selected the granite countertops to be donated by Architectural Granite & Marble. Renaissance Stone Works will prepare the countertops for installation. Appliances have to be purchased by the LTCLD. A decision was made to purchase Bosch appliances as they were cheaper than the GE bid. C&D Home Products are providing the appliances at cost.

The Landscape Plans were discussed. There is concern about planting trees and vegetation during the drought. At this time PK Chatterjee left the meeting to speak with Lakeway City Manager, Steve Jones and Troy Anderson about putting off the planting portion of the Landscape Plans. Mr. Chatterjee returned and said he had been assured that an occupancy permit could be issued with a partial completion of the Landscape Plan. The Board will send a letter to the city requesting this. The Landscape Plan does not include a fence to keep children away from the pond.

CITIZENS PARTICIPATION: Mikus Grinbergs asked what about the safety of children in the meantime. The board assured him that a fence would be in place.

10. Morgan McMillian and Carol Black have been meeting weekly with TFE regarding computer and AV hardware. On December 3rd and 4th, all day meetings will be held. The regular weekly meetings will go through February 4, 2013. On Nov. 8th, they met with volunteer Greg Racino, who offered fantastic technology advice. CITIZENS PARTICIPATION: None.

11. Jeff Bulla of pro-forma architecture, inc. continues to work with the contractors to construct the new library. CITIZENS PARTICIPATION: None.

12. PK Chatterjee gave the Treasurer's Report. Mr. Chatterjee reported sales tax receipts for the month of October as \$54,297, and November as approximately \$60,000. Sharon Rogers made a motion to approve the Treasurer's Report. Bob Johntz seconded the motion. CITIZENS PARTICIPATION: None. The motion passed unanimously.

13. Morgan McMillian discussed the extension of the lease with the Provost Group. The LTCLD has been assured that the library may occupy the present quarters throughout the calendar year of 2012. Bob Johntz pointed out that, at the lease signing in January 2006, a security deposit of \$5,791.22 and a rent prepayment of \$5,791.22 were paid. That security deposit will be used to pay the rent for December 2012. CITIZENS PARTICIPATION: None.

14. The library will be closed beginning December 10, 2012 to begin packing the contents for the move. Options for moving were discussed. A bid has been received from New Haven Moving Company for shelving carts, at \$3 a day, per cart for transporting the books to the new library. The use of POD containers was also discussed. Possible dates for the move are Dec 20th, 21st and 22nd. The Grand Opening is scheduled for Sunday, January 27, 2013. Shelton Keller (furniture) has been notified by Sharon January to deliver the furniture to the new site December 27th and 28th. CITIZENS PARTICIPATION: None.

15. 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 the disposition of current furnishings. CITIZENS PARTICIPATION: None.

16. Morgan McMillian discussed a Meeting Room Policy for the new library. CITIZENS PARTICIPATION: None.

17. Morgan McMillian presented one piece of Donated Art for the Board's review. There are three other pieces awaiting review. No decision was made to accept or reject. Until the new library is completed and operational, no decisions can be made on donated artwork. CITIZENS PARTICIPATION: Diane Taylor suggested that a policy could cover what is not acceptable.

18. The formation of a Gallery Display Art Selection Committee was discussed. The Friends of the LTCL have decided to accept this task and to form an Art Selection Committee. The members of this committee will decide which artist's works will be periodically displayed in the Meeting Room. CITIZENS PARTICIPATION: Diane Taylor said The Friends committee will continue to work on a policy and application forms.

19. Sharon Rogers and Morgan McMillian were congratulated on their success in raising nearly \$900,000 for the new library structure. Morgan McMillian stated that the LCRA grant request for landscaping was denied. It was noted that the LTCLD has not been the recipient of many grants that have been awarded to other district libraries. These other districts receive ½ cent sales tax, whereas the LTCLD only receives ¼ cent sales tax. CITIZENS PARTICIPATION: None

20. Library Director's Report.
CITIZENS PARTICIPATION: None

21. There was no Executive session.

Board Comments: PK Chatterjee's new teaching schedule on Mondays and Tuesdays will begin in January.

Closing: Future meetings: December 5, 2012 – 2:00 p.m.

Since there was no further business, the meeting was adjourned at 4:43 p.m.

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