

**MINUTES OF LAKE TRAVIS COMMUNITY LIBRARY DISTRICT
BOARD OF TRUSTEES
December 5, 2012**

At 2:00 p.m., President, Carol Black, called to order the one hundred and fifty-second 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, De Anne Butterfield, Jean Dowdy, Mikus Grinbergs, and Helen Kott.

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 November 14, 2012 and December 3, 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: De Anne Butterfield shared pictures of a Victorian style doll house built in 1991 that her family would like to donate to the library. Mrs. Butterfield also displayed some of the furnishings from the doll house. The doll house is 41 by 31 inches and 33 inches high, and is on a revolving stand.

At this time Carol Black announced that the service for Sue Potter is at 4 p.m. at The Emmaus Church, and that Dr. Black would hope that the Board meeting could be conducted promptly, to allow attendance. Sue Potter devoted many hours to trying to acquire land for the new library. She was a member of the Land Acquisition Committee. Also, as a member of the City of Lakeway's staff, she assisted the Library District by informing the District of building requirements. The LTCLD Board is thankful for her assistance.

5. Frank Black, Bldg. Committee co-chair, gave a report to the Board on the progress of the new library structure. The Building Committee met with Bartlett Cocke representatives on Wednesday, November 28, 2012 and Wednesday, December 5, 2012. Frank Black presented reports from each meeting. Sharon Rogers arrived at this time.

Library Construction meeting – December 5th, 2012

The general progress plan indicates a building completion by December 28th. The critical path now is to complete the roof and the portion of the landscape required to obtain a Temporary Occupancy Permit from the City of Lakeway.

The revised Landscape Contract (Trees planted at a later date) was signed yesterday. Bartlett cannot schedule the pavement of the parking lot until the landscape contractor has hauled the heavy boulders for the amphitheater. The landscape schedule should be available in the next few days.

It is Bartlett's plan to request the City inspect the building for occupancy on December 24th through the 28th. The inspection by the Fire Marshall is needed before the City issues this permit.

The LTCL could then, after December 28th, bring in furniture, shelves and communication equipment. The City may allow the installation of shelves ahead of this date. But, the vendor's delivery date of shelving may not fit this schedule.

Our Architect suggests that, when the Holidays are considered, the LTCL should plan on move-in the week of January 7th.

The custom interior glass may not be available by the completion date, but, standard glass can be installed temporarily.

A new Supervisor has been assigned by the roofing contractor. The work quality appears to have improved. A LTCLD Furniture/Interior Committee picked, today, the color for the stained concrete floor. Bartlett will provide a suggested location for a filter system for reclaimed water used for Landscape - as recommended by Hurst Creek MUD – our supplier of Reclaimed Water.

To date, the contract cost has been expanded with change orders and the Landscaping by \$203,941 – with three small change orders pending.

We are getting nearer to completion - but there is much interior finish work yet to complete - and the roof installation has required considerable rework. The next construction meeting will be December 12 at 10 a.m.

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 the architect assured these Board members that the present grass cover was adequate.

Bob Johntz described Phase 1 of the Landscaping Plan; that being, that trees and plants were not to be planted. The description of Phase 2 involves the planting of trees, which the City of Lakeway expects within 180 days of occupancy of the building. Mr. Johntz said that perhaps, in 3 to 4 weeks, possibly in January, a decision could be made on implementing Phase 2.

Bob Johntz gave a lengthy report on his conversations with Dan Roark, General Manager of the Hurst Creek MUD, being assured, as Mr. Roark's previous report on 'Landscape Water Availability' pointed out; that the MUD had never had to curtail use of the reclaimed water for landscaping. Mr. Johntz also said that Mr. Roark did not anticipate any other large entity applying for use of reclaimed water.

Carol Black noted that the Lakeway Church is creating a sports field on their property. The City of Lakeway is working with the church on irrigation matters.

CITIZENS PARTICIPATION: Helen Kott asked what was the problem with the roof? Frank Black described some of the problems created by the subcontractor.

6. Morgan McMillian and Carol Black have been meeting weekly with TFE regarding computer, AV hardware, and phone systems. On December 3rd and 4th, all day meetings were held with Ms. McMillian and Sue Gilman attending. CITIZENS PARTICIPATION: None.

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

8. Due to the meeting date being so early in the month, there was no Treasurer's Report.

9. Bob Johntz 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. Mr. Johntz presented an outline of end of contract activities, with the landlord, concerning the vacating of the premises. There will be a walk-through with Trent Chastain, looking at the condition of the premises, after we move out. CITIZENS PARTICIPATION: None

10. The library will close on December 10, 2012 to pack the contents for the move. Options for moving were discussed. The use of storage pods was discussed. CITIZENS PARTICIPATION: None.

11. 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. The TOPS company has an appointment to make an offer to buy some of the furnishings. Bob Johntz made a motion to allow Morgan McMillian to make all decisions on disposition of current furnishings. Nancy Pencsak seconded the motion. CITIZENS PARTICIPATION: None. The motion passed unanimously

12. The discussion on the Meeting Room Policy for the new library is deferred to a future meeting.

13. A discussion was held on how to recognize persons who have donated many hours to the planning and construction of the library. Carol Black provided a list of the names of many of the volunteers. PK Chatterjee suggested providing 'special' library cards to these volunteers. CITIZENS PARTICIPATION: None.

14. Sharon Rogers gave a report from the Fund Raising Committee. The Friends of the Library have received a \$25,000 grant, for furniture, from the CLM Park Foundation. Many thanks to Morgan McMillian and Bob Johntz for their efforts in obtaining this grant. CITIZENS PARTICIPATION: None

15. Morgan McMillian presented the Library Director's Report.
CITIZENS PARTICIPATION: None.

16. Future meeting dates to be taken up at next meeting.

17. Executive session:

Carol Black adjourned the meeting at 3:10 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 December 5, 2012 at 3:20 p.m.

18. At 3:20 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. Nancy Pencsak made a motion to award staff bonuses. PK Chatterjee seconded the motion. CITIZENS PARTICIPATION: None. The motion passed unanimously.

At this time (3:21 p.m.) Carol Black and Nancy Pencsak left the meeting to attend the services for Sue Potter. The chairing of the meeting was turned over to PK Chatterjee, Treasurer.

19. Board Comments: PK Chatterjee has spoken with Haythem Dawlett about the expense of moving misplaced utility lines.

20. Closing: Future meetings: January 16, 2012 – 2:00 p.m.

21. Since there was no further business the meeting was adjourned at 3:37 p.m.

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