

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

At 2:00 p.m., President Carol Black, called to order the one hundred and fifty-third 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, Ginger Gober, 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 December 5, 2012 minutes. Sharon Rogers made a motion to approve the minutes as presented. PK Chatterjee seconded the motion. The motion passed unanimously.

5. Copies of the report from the Building Committee were given to the Board. The Building Committee met with Bartlett Cocke representatives on Wednesday, December 12, 2012.

Bartlett Cocke has scheduled December 28th with the city for an inspection needed to obtain a Temporary Occupation Permit (TPO). There are many items to complete to meet this schedule. It will take a very intense effort to meet the 28th – but, there are large crews working today.

Work Status:

- (a) Roof – perhaps ten or more workers were at work this morning. Per a phone discussion with Austech, our independent inspectors for the roof, the roofing sub has brought on more experienced people to finish their job and better quality work has resulted. There is much more roof work to complete!
- (b) The concrete areas in the building that are to be stained are being ground and leveled.
- (c) The curbing and sidewalks are installed. They look very nice.
- (d) The parking light poles and fixtures are in place. Recall the City required we use fixtures that match those in the new areas of West Lakeway, which required more poles and custom shrouded fixtures, at an add-on of \$20,494 to the cost of the contract. The building internal lights installation is near completion.
- (e) The Landscape Architect and contractors are finalizing the installation plans and should bring in the materials later this week.
- (f) Bartlett anticipates paving the parking lot next week.
- (g) The AC units are in place and should be run and balanced by the 28th.
- (h) Tuscan has agreed to pay our contractor to finish the section of the entry drive which they intended to install – but do not have crews available to do the work to meet our schedule.
- (i) AT&T must tie in at least some of the phone lines to allow check-out of the Fire Alarm system before a TPO is issued.
- (j) A portion of the cabinets are on site.
- (k) To date, Change Orders have added \$50,680 to the Bartlett contract with three or four small changes orders yet to be resolved. The Landscape work is contracted for \$153,557 and was not included in the base Bartlett contract.

The next Construction meeting will be held on Wednesday, December 19th at 10:00 a.m.

Bob Johntz commented on how fortunate it was that the district had contracted an independent roof inspector.

Time-Warner Cable has given an installation date of February 7, 2013.

PK Chatterjee expressed concerns about the cost increases associated with the project.

CITIZENS PARTICIPATION: None

4. CITIZENS PARTICIPATION: Ginger Gober commented that taxpayers do indeed have a voice in expressing concerns over District spending by voting in elections.

6. The Landscape Plan was discussed. Steve DeGroot, our landscape architect, spoke on an intercom to us about the need to plant trees at this time of year, rather than after the lot is paved and the library open, citing concerns about bringing in large trees and heavy equipment, and possibly damaging paving, cars, and existing landscape. Bob Johntz called attention to what Dan Roark of the Hurst Creek MUD had told him; that the Hurst Creek MUD had never curtailed the use of reclaimed water by the Tuscan Village.

Carol Black made a motion to plant trees and required ground cover according to Steve DeGroot's landscape plan. Nancy Pencsak seconded the motion.

CITIZENS PARTICIPATION: Ginger Gober encouraged the use of perennials rather than annuals and suggested smaller, rather than larger trees. Helen Kott said that she thinks the trees should be planted. Mr. Grinbergs asked if there is time to plant the trees before the lot is paved.

The motion passed unanimously.

7. Morgan McMillian and Sue Gilman have been meeting weekly with TFE regarding computer, AV hardware, and phone systems. We are being charged another \$1,050 for a server to handle our software. TFE did not plan for Microsoft Office to go on the computers nor the server to handle our software. Cost for Technology for the new library will be \$88,417.21. CITIZENS PARTICIPATION: None.

8. Jeff Bulla of pro-forma architecture, inc. continues to work with the contractors to construct the new library. pro-forma architecture, inc sent a Holiday gift basket to the library. CITIZENS PARTICIPATION: None.

9. Morgan McMillian discussed the extension of the lease with the Provost Group. She has been discussing moving dates with Point of Origin, who will lease the site as of January 1, 2013. Point of Origin has indicated that it will be possible for the library to remain in the site, at least until January 16, 2013. Ms. McMillian will be in touch with TML concerning insurance during that time. The delivery date for the shelving is January 11, 2013. CITIZENS PARTICIPATION: None

10. The storefront library closed on December 10, 2012 to pack the contents for the move. Staff members are diligently emptying cabinets and packing materials for the move. Nancy Pencsak and Carol Black packed the LTCLD records and moved them temporarily to Dr. Black's garage.

CITIZENS PARTICIPATION: Helen Kott asked if the IBM plaque on the magazine display rack would be moved to the new library. Carol Black suggested framing the plaque for display.

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 representative has visited and is expected to make an offer to buy some of the furnishings. CITIZENS PARTICIPATION: None.

12. A discussion was held on how to recognize individuals at the Grand Opening. This included nametags, ribbons, gold library cards, etc. Then Carol Black presented an updated list of volunteers who have donated many hours to the planning and construction of the library. These included such groups as the Land Acquisition Committee, Furniture Committee and the Building Committee.

CITIZENS PARTICIPAION: Ginger Gober voiced doubts about naming large groups of people because there will be some people that will be forgotten. Also, she disagreed on recognizing individuals in the levels of contribution as their names will be on the donor wall in the new building.

A decision was made to just place the names of the planning and construction committees on a page in the program.

13. Morgan McMillian led a discussion on the Meeting Room Policy for the new library. Nancy made a motion to approve the Meeting Room Policy. Sharon Rogers seconded the motion.

CITIZENS PARTICIPATION: Ginger Gober gave a demonstration on the effectiveness of Wine-Away on red wine spills

The motion was amended to remove the prohibition of red wine. The motion passed unanimously.

14. Future dates for LTCLD Board meetings were discussed. The District Board will meet on the fourth Monday of the month in 2013. CITIZENS PARTICIPATION: None.

15. No Executive session was held.

17. Board Comments: PK Chatterjee recommends buying the new furniture outright, rather than leasing, as there may be substantial prepayment fees.

Mr. Chatterjee has had conversations with Haythem Dawlett about the expense of moving the TWC lines prior to the pouring of the slab.

20. Closing: Future meetings: January 03, 2013 – 2:00 p.m.

21. Since there was no further business, the meeting was adjourned at 4:02 p.m.

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