

**MINUTES OF LAKE TRAVIS COMMUNITY LIBRARY DISTRICT  
BOARD OF TRUSTEES  
January 3, 2013**

At 2:00 p.m., President, Carol Black, called to order the one hundred and fifty-fourth 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, Carol Black, and Bob Johntz. Attendees were Morgan McMillian, Jean Dowdy, Ginger Gober, Mikus Grinbergs, and Margaret McDermott. Sharon Rogers and PK Chatterjee were absent.

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 14, 2012 minutes. Carol Black made a motion to approve the minutes as presented. Bob Johntz seconded the motion. The motion passed unanimously.

4. CITIZENS PARTICIPATION: None.

5. Frank Black, Bldg. Committee co-chair, gave a report to the Board on the progress of the new library structure. The Building Committee did not have a formal meeting with Bartlett Cocke contractors on Wednesday, January 2nd. Instead BC representative, Billy Oxley, gave the committee a progress tour through the new building.

Jeff Bulla was not available. Jeff is coming down next Wednesday for the ZAPCO meeting where our request for approval of the exterior building signs is being reviewed.

A few of us visited the site on Wednesday, January 2<sup>nd</sup>, there is significant activity on the interior cabinetry and interior trim. Electricians have activated most plugs. The AC system should be tested this week. The instrument lines are to be connected to computer service boxes shortly. Austech inspected the roof work last week - we expect their results shortly.

Before a Temporary Occupancy Permit can be issued by the City -- the Site Superintendent for Bartlett Cocke, Billy Oxley- notes that an inspection by the Fire Marshall is required. This is being held up by AT&T as the phone lines recently installed are not working properly, and are required to check out the Fire Alarm system. He also needs a "Substantial Completion" letter from Jeff before the City will issue a temporary permit for occupancy.

The interior trim work and cabinetry will take some time -- the carpet is being installed -- but these are not required for the occupancy permit to be approved. The plumbing can be inspected by WD-17 when the kitchen type sinks are installed -- temporary fixture installation may be necessary for the locations where the granite counter tops are being fabricated.

The Landscape is in -- but providing sufficient trees to meet the City of Lakeway's requirement will require more coordination by the Landscape Architect with the City. This agreement with the City and additional tree planting must be complete within 180 days.

My uneducated guess is that partial move-in for Library equipment can occur during the week of January 14 - 18.

The roof inspector says more gutter material is needed. There are several formal inspections that are required. The architect usually requests these inspections.

The circulation desk has been installed. It is quite large and seems to be the right size to conduct all necessary business.

The parking lot has been completed. Additionally, a fence has been installed between the building and the pond. Members of the Building Committee asked that the fence be extended to make a barrier between the parking lot and the pond. This was done at additional cost to the landscape contract. Bob Johntz expressed concern that, for

safety reasons, the fence should be extended to the stone wall along the parking lot. Mr. Johntz also raised the question of the library address being Austin, Texas or Lakeway, Texas. The address choice of Austin was made at one of the first early meetings of the District.

CITIZENS PARTICIPATION: Jean Dowdy pointed out the need for a clear determination of property lines for liability issues. Bob Johntz announced the intention of looking at county records for clarification.

6. The Landscape Plan was discussed. The City of Lakeway does not agree on the size of the trees planted at the library site. More trees will have to be planted to adhere to diameter requirements. This will be an additional cost to the library. Some of the trees were planted in the site proposed for the Eagle Scout Project's Butterfly Garden. Various solutions have been proposed to address this.

CITIZENS PARTICIPATION: Ginger Gober commented that there appears to be plenty of empty space for the Butterfly Garden.

7. Morgan McMillian and Sue Gilman have been meeting weekly with TFE regarding computer, AV hardware, and phone systems. The completion date for installation of computers, etc. is January 11, 2013

CITIZENS PARTICIPATION: None.

8. A discussion was held on the subject of engaging eRate Solutions. The Central Texas Library System is no longer funding the services of eRate Solutions, a company that assists with filing the paper work require to receive telecommunication discounts. Carol Black made a motion to engage eRate Solutions. Nancy Pencsak seconded the motion. CITIZENS PARTICIPATION: Ginger Gober asked if the cost could increase. Morgan McMillian said yes, as the library's telecommunication discounts increase. The motion passed unanimously.

9. Treasurer's Report. Due to the absence of PK Chatterjee, reports will be delayed until the January 28<sup>th</sup> meeting. The December sales tax receipts were approximately \$45,000. Bob Johntz explained that some bank accounts were being closed as funds were being transferred to the primary checking account. CITIZENS PARTICIPATION: None.

10. The Board had planned to purchase furniture through a lease arrangement. PK Chatterjee told the Board at the December 14<sup>th</sup> meeting that there would be substantial prepayment fees. He recommended not leasing the furniture, but to pay the total cost from available library funds. Nancy Pencsak made a motion to authorize PK Chatterjee to make the determination of leasing or purchasing the furniture. Carol Black seconded the motion. CITIZENS PARTICIPATION: None. The motion passed unanimously.

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

12. Morgan McMillian discussed the extension of the lease with the Provost Group. She has been discussing moving dates with Point of Origin who has leased the site as of January 1, 2013. The LTCLD will pay rent to Point of Origin for those days the library occupies the present storefront location, possibly until January 16. CITIZENS PARTICIPATION: None

13. 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. Volunteers have asked to help with the moving of the book collection to the new library. The library will probably rent moving carts for \$3 a day per cart. The community moving truck from Keller-Williams may be available to transport these carts. CITIZENS PARTICIPATION: None.

14. 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 visited the library to make an offer to buy some of the furnishings. Joyce Botta has volunteered to assist with events planned for the disposition of the current furnishings. CITIZENS PARTICIPATION: None.

15. The Grand Opening celebration was discussed. Invitations will be sent to officials and dignitaries

CITIZENS PARTICIPATION: None.

16. No Executive session was held.

19. Closing: Future meetings: January 28, 2012 – 2:00 p.m., February 25, 2013 - 2:00 p.m.

20. Since there was no further business the meeting was adjourned at 3:03p.m.

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