

MINUTES OF LAKE TRAVIS COMMUNITY LIBRARY DISTRICT  
BOARD OF TRUSTEES

January 28, 2013

At 4:00 p.m., President, Carol Black, called to order the one hundred and fifty-fifth 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, Sharon Rogers, Bob Johntz, and PK Chatterjee. Attendees were Morgan McMillian, Frank Black, Mikus Grinbergs, Valerie Liebl, Margaret McDermott, and Diane Taylor.

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 January 3, 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.

7. PK Chatterjee presented the Treasurer's Reports for November and December. Sales Tax receipts for November were \$60,676.00; for December Sales Tax receipts were \$45,497.00. Fund raising, to date, totals \$897,250.00. Mr. Chatterjee will take over all bill paying activity for the next two months, as the new building project is completed. Sharon Rogers made a motion to approve the Treasurer's Reports. Nancy Pencsak seconded the motion. CITIZENS PARTICIPATION: None. The motion passed unanimously

5. Frank Black, Bldg. Committee co-chair, gave a report to the Board on the progress of the new library structure. A Temporary Certificate of Occupancy was delivered on Wednesday, January 16, 2013. Shelton-Keller delivered furniture on the following Thursday and Friday.

Libra-Tech began shipping the shelving on Monday, January 21<sup>st</sup>. Some of the shipment was received and installation began on Thursday, January 24<sup>th</sup>. End panels are still on order.

The circulation desk has been completed. Necessary computers are being installed at this desk and also throughout the building.

The building is structurally complete ó We have accepted the project as substantially finished, but have not declared that we have formally taken possession. I propose the LCLD become formal occupier after the City agrees with Bartlett Cocke and issues a final Certificate of Occupancy. As of today, there are six items the City inspectors and the City Engineer would like addressed. John Dunn (Bartlett Cocke) believes he can resolve these by early next week.

Jeff Bulla (Architect) has issued a 16 page punch list of mostly minor corrections he is requiring from the contractor. Many of these are touch up items. I sense that the contractor can complete all the minor problems within 10 days.

The more significant punch items are mostly outside the area of the building such as cracks in three of the cast stone arches.

It appears that two punch items that probably cannot be completed in 10 days

Re-grout all of the seams in concrete floor with a brown grout rather than the existing gray color.

Remove a section of the ceiling near the adult side entrance to the Children's Library to realign the Florescent lights overhead.

There was some damage to the wall board behind the book storage area in the North East corner of the Adult Library when the shelves were installed. Mr. Dunn believes he can repair these in one day (when the shelving people return).

The January Invoices from Bartlett and Bulla have not arrived. I would expect the Bartlett invoice will draw down their contact monies to about \$50,000.

We hold about \$227,000 of retainage due to Bartlett after all the significant items are completed.

CITIZENS PARTICIPATION: None.

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.

CITIZENS PARTICIPATION: None.

8. Bob Johntz reported that IRS Form 1099 has been sent to 6 Library vendors. The new building will require additional services such as garbage pick-up and also charges for cleaning a larger building.

CITIZENS PARTICIPATION: None.

9. Morgan McMillian gave a report on the technology installation. TFE started the installation of technology on January 21<sup>st</sup> and 22<sup>nd</sup>. They also continued work on January 24<sup>th</sup>.

CITIZENS PARTICIPATION: None.

10. Jeff Bulla of pro-forma architecture, inc. continues to work with the contractors to finish the construction of the new library.

CITIZENS PARTICIPATION: None.

11. Morgan McMillian discussed the extension of the lease with the Provost Group. A change has taken place in that we will be paying rent to the Provost Group rather than Point of Origin through February 8, 2013.

CITIZENS PARTICIPATION: None.

12. The storefront library closed on December 10, 2012 to pack the contents for the move. Staff members and volunteers emptied cabinets and moved the packed boxes to the new building on Tuesday, January 22, 2013. Volunteers have asked to help with the moving of the book collection to the new library on Tuesday, January 29<sup>th</sup>. A system using book carts from New Haven Moving Company and a rental truck will be used. Thundercloud Sub Shop is donating food for the move.

CITIZENS PARTICIPATION: None.

13. As the LTCLD is purchasing all new furniture for the new library, the current furnishings will need to be purged. Some furniture has been moved to the new library. Additional shelving and a few other items have yet to be moved to the new library. Most furnishings will be sent to other places. The TOPS company has already purchased some of the furnishings. The Board discussed the disposition of current furnishings.

CITIZENS PARTICIPATION: None.

14. The Grand Opening celebration was discussed. No date has been set.

CITIZENS PARTICIPATION: None.

15. Diane Taylor and Valerie Liebl presented a draft of The Friends Rotating Art Exhibit Policy. Two artists will display works for 6 weeks at a time, in the Meeting Room and/or the outside display cases.

CITIZENS PARTICIPATION: None.

16. Morgan McMillian presented the Librarian's Report. The Butterfly Garden, an Eagle Scout Project, will be installed Saturday, February 2<sup>nd</sup>. The Rotary Club will host their monthly mixer, at the library, on Thursday, March 7<sup>th</sup>. All library materials previously due in January will now be due on Wednesday, February 27<sup>th</sup>. Plans are to have a soft opening of the library by mid-February. In the future, the Chamber of Commerce will be presenting the Dancing with the Stars Gala, with the Library to receive a portion of the proceeds.

CITIZENS PARTICIPATION: Mikus Grinbergs remarked that exiting the library's new location is difficult because of the speed of oncoming traffic on Lohmans Crossing.

17. There was no Executive session:

19. Board Comments: Nancy Pencsak read a congratulatory email from Liz Forsman, the LTISD librarian who initiated the founding of the Lake Travis Community Library in 1985.

20. Closing: Future meetings: February 25, 2013 - 2:00 p.m. March 25, 2013 ó 2 p.m.

21. Since there was no further business the meeting was adjourned at 6:05 p.m.

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