

**MINUTES OF LAKE TRAVIS COMMUNITY LIBRARY DISTRICT  
BOARD OF TRUSTEES  
February 25, 2013**

At 2:00 p.m., President, Carol Black, called to order the one hundred and fifty-sixth 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 McMillan, Frank Black, Jean Dowdy, Mikus Grinbergs, Peter Hitt, Margaret McDermott, Sandy Price, 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 28, 2013 minutes. Bob Johntz made a motion to approve the minutes as presented. Sharon Rogers seconded the motion. The motion passed unanimously.

4. CITIZENS PARTICIPATION: Mikus Grinbergs said that books on the bottom shelves of the 'new books' display are difficult to see, and would like the new books to be on higher shelves.

15. Diane Taylor presented The Friends Rotating Art Exhibit Policy. Professional hanging devices are to be installed in the meeting room to display two dimensional art. In the future, three dimensional art may be displayed in display cases. PK Chatterjee made a motion to approve the Rotating Art Exhibit Policy. Bob Johntz 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. On Monday, February 11, 2013, The Friends of the Library held a viewing party to be the first of the public to visit the new library. On the following Wednesday, February 13<sup>th</sup>, the doors officially opened to the public. Problems are being addressed by Libra-Tech regarding shelving. In the Children's Room the wrong color top panels were sent. Blue was ordered and Hunter Green was delivered. The computer table in this room has yet to be delivered. In the Adult Room computer chairs are not high enough for patrons to work comfortably. Shelton Keller is addressing this problem with 10" cylinders to raise each chair at a cost of \$420. Meeting Room tables were delivered that weighed 123 lbs. and cannot be rolled into the storage closet. The 40 lb. weight requirement for each of two staff members is exceeded. The tables do not operate as requested.

**Building Committee Report – February 25, 2013**

GENERAL: The facility is operating as intended as a total service Library. The site and building have been inspected and approved by The City of Lakeway Staff, The ESD #6 Fire Marshall, The Water District # 17, and the King Engineering Design Group. We are lacking a final City written occupancy permit pending a routine required inspection by the Building Commission of the City of Lakeway. On Thursday February 28th, they will tour the facility. We expect an excellent rating from their visit.

**ACTION PENDING:**

(1) An inspection by an inspector from "Barrier Free Texas" listed several items which did not comply with Texas and ADA handicap requirements. Most of these are minor, but two or three which challenge the slope on sidewalks may require substantial corrections. The Architect and General Contractor are responsible to correct these. We have one year to reach full compliance.

(2) The landscape plan approved by the City is not complete. The trees are planted, but the bush and flower beds must be added. We have through April to complete the plantings.

(3) There are several "Punch List" items from the Architect that are not complete. Most are minor paint- and -dent requirements. Also, the media equipment in the meeting room is not completely functional, and the computer controls for the TV to be located in the exterior display case are not complete. (Morgan has the details)

(4) There are several “Change Order” requests approved but not yet paid.

- (a) The long computer desk for the children’s Library - \$12,735 - On Order
- (b) Instrument change on Fire riser (required by inspection) - \$983 - In place
- (c) Additional concrete slab near book drop - \$2,196 – In Place (Safety item)
- (d) Misc. requests for signs – \$1,086 – on order
- (e) Addition of Lakeside fencing - \$5,332 – in place
- (f) Addition of exterior door handles to patio and children’s Library - \$338 (are installed)

There are about \$14,000 in other proposed changes which have been priced – but not approved. Mostly, these involve landscaping. One, which provides stone steps from the Arches to the street curb is a safety item (\$1,891) – The others are not now essential. B-C is holding \$38,000 of the landscape invoice until the bush and flower items are planted.

From various sign changes we have been credited -- \$7,554 and \$895.

A Change Order for repairs to walls damaged by the Shelving contractor of \$3,260 will be paid by the shelving firm. A second Change Order to support further extension of the pond fence has not yet been priced.

The total changes approved to date add to about \$242,000, \$153,000 of this was Landscaping. B-C is holding \$38,000 of the Landscaping payment pending the final plantings.

A \$14,000 change order to complete a section of the entrance drive – requested by Tuscan has not been reimbursed.

The construction contractor – Bartlett Cocke - has been paid \$2,399,207 through their most recent Pay Application. Another Pay Application will be released this week (Feb. 25 – March 1).

Per our contract, Bartlett has retained \$227,000 which must be paid to them in the near future.

A copy of the letter from Jeff Bulla, our architect, to John Dunn of Bartlett Cocke, was presented with Mr. Bulla’s observations regarding the TLDR/TAS Inspections Report. There are two items that are the responsibility of the District, the position of the Defibrillator cabinet and the Flat screen TV in the Teen Room. These items are being addressed. All other items are to be addressed by either Bartlett Cocke or proforma architecture.

Bob Johntz discussed the extension of the fence near the pond. Portions of this fence are on Tuscan Village property, with their permission. The fence will go to the stone retaining wall and continue on in front of the pond, being coordinated with the Tuscan Village Walking Path. It was suggested that a local vendor might be engaged for this task. CITIZENS PARTICIPATION: None.

6. The Landscape Plan continues to move forward. A butterfly garden has been installed by Scout Will Smith and volunteers. The Friends of the Library will be the liaison for this garden project.

A ramp was installed at the book drop on February 21<sup>st</sup> for book cart access.

CITIZENS PARTICIPATION: None.

7. PK Chatterjee presented the Treasurer’s Reports. Sales tax receipts for January were \$47,846. The brief moratorium on book purchases has ended. Mr. Chatterjee is researching whether donations are considered public funds, if the funds are not co-mingled. Donations might be kept separate from public funds for investment purposes.

There was a lengthy discussion on formalizing requests from the Friends of the Library for library needs.

CITIZENS PARTICIPATION: Sandy Price said she would have a problem with the Friends giving money to the District to invest. PK Chatterjee assured her that the investment discussion should not be mixed with the Friends discussion. Margaret McDermott said that the Friends would like to have the ability to designate funds given to the library.

8. A discussion was held on Texas Municipal League insurance. A Property Summary and Deductible Options was presented, with a deductible of \$1000 or \$2500 being considered for a policy based on Replacement Cost. The limit for this policy is \$4,304,500 including Windstorm, and Excluding Flood and Earthquake.

CITIZENS PARTICIPATION: None.

At this time PK Chatterjee left the meeting.

9. Morgan McMillian gave a report on the technology installation. TFE is still working on the electronics inside the library. ADA requirements will require the repositioning of the television in the Teen Room. Also, the television in the front window has yet to be installed. The new computers seem to satisfy the staff and patrons.  
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 stated that there is no longer a lease agreement with the Provost Group. The District has paid the rent for January with no penalty or overage fees for January, but has not received a final bill for the eight days in February. The last day that the library had a presence in the storefront was February 8, 2013. The 'Library' sign on the shopping center building will be removed at the District's expense.  
CITIZENS PARTICIPATION: None.

12. Volunteers helped move the materials collection to the new library on Tuesday, January 29th and Wednesday, January 30th. A system using book carts and trucks was used. Many hours were also used to arrange the collection in correct order. Jeff Reedy of Thundercloud Subs provided meals for the volunteers on these two days. Many thanks to Joyce and Frank Botta and to Ginger and Alan Gober and the army of volunteers they recruited. Carol Black stated that 61 letters were sent from the Board thanking the volunteers for moving the materials.  
CITIZENS PARTICIPATION: None.

13. All surplus materials have been sold or donated.  
CITIZENS PARTICIPATION: None.

14. Morgan McMillian discussed the Grand Opening to take place from 2 p.m. to 4 p.m. on March 17, 2013. Invitations have been printed. There will be food, balloons and entertainment.  
CITIZENS PARTICIPATION: None.

16. Morgan McMillian discussed the Meeting Room Policy. The revision will allow food to be served in the meeting room. Nancy Pencsak made a motion to approve the change. Sharon Rogers seconded the motion.  
CITIZENS PARTICIPATION: None. The motion passed unanimously.

17. Morgan McMillian presented the Librarian's Report. A March calendar of events was handed out. There were 170 new cards issued and 4,927 visitors in the first 10 days at the new library. Bernadette Nason presented the first program in the new building on February 21st with 55 people in attendance.  
CITIZENS PARTICIPATION: None.

18. Executive session:

Carol Black adjourned the meeting at 4:09 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 January 28, 2013 at 4:30 p.m.

19. At 4:31 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. No action was taken.

CITIZENS PARTICIPATION: None

20. Closing: Future meetings: March 25, 2013 - 2:00 p.m. April 22, 2013 at 2:00 p.m.

21. Since there was no further business the meeting was adjourned at 4:32 p.m.

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