

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

At 2:00 p.m., President Carol Black called to order the one hundred and fifty-seventh 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, and Bob Johntz. Attendees were Morgan McMillan, Jean Dowdy, Mikus Grinbergs, 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 February 25, 2013 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. Treasurer's Report – In the absence of Treasurer P K Chatterjee, Carol Black passed out his prepared reports. Sales Tax revenue for February was \$66,872.00 and for March was \$45,240.00. Nancy Pencsak made a motion to approve the Treasurer's Reports. Sharon Rogers 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 Sunday, March 17, 2013, the official Grand Opening was held. 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. Steps have been installed from the parking lot up to the front patio. A meeting with the contractor and the architect is scheduled for March 26th.

Building Operable – The first few weeks of operation of the new building have shown no major problems for its use as a functioning Library. The patrons I have met are pleased with the building exterior and interior. The Staff and Library volunteers are to be thanked for the smooth transition from the storefront facility. Some "Punch List" items have not been addressed—but, most of these are corrections to the exterior. Bartlett Cocke personnel continue to visit the site to correct the various "Punch List" concerns.

All concerned worked diligently to install the Children's computer table for the March 17th "Grand Opening" (the table was redesigned which caused the delivery delay). The landscape plantings, and the delivery and attaching of the shelf tops and decorative end sections for the Children's Library were completed shortly before the March 17th opening.

Remaining - Inside the building, some minor rewiring of the overhead lights of the Meeting Room is needed and some chipped spots on the polished concrete will be corrected. Some parts for the shelving under the Libra-Tech contract remains. The TFE wiring and electronics work also is not quite complete. Outside the building, there will be a significant effort needed to redesign and reinstall several of the rain downspouts. A touch-up of some sections of the exterior-stucco walls is required.

Concerns - Several violations of the Texas Accessibility Code were noted during a recent inspection by the Licensed ADA Inspector. Most of these were minor and are being addressed by the Bartlett staff. But, there are others which may require extensive rework of the handicap ramps along the street (Lohmans Crossing) and the upper Library sidewalk. Unfortunately, the Architect and the Bartlett Cocke Management disagree on who is to pay to correct these problems which may be quite expensive. We have assured both that these sidewalk violations must be promptly corrected and not with the owners monies. We have up to one year to complete the resolution of the ADA corrections.

Financial – In the past month, a number of change orders have been approved for payment. In some instances, this work could have been bid as separate jobs and accomplished these at a lower cost. But they needed prompt attention as they directly affected the Library’s operations, or were correcting possible safety hazards.

The most recent pay application from Bartlett Cocke through February 1st--the approved project contract cost on \$2,399,307. The initial value of the B-C contract was \$2,195,913. \$203,294 in change orders have been approved – this includes the landscaping contract of \$153,577 which was contracted through B-C and was not covered in their initial bid.

The above does not include payments for shelving and furniture. Several other change orders are awaiting formal approval by the owner. In the next few days these will be reviewed and approved or rejected.

Bartlett has calculated the retainage per their contract as \$234,966. The architect has recommended we not pay this retainage until the work on the list of “punch list” items is nearly complete (the cost to correct the ADA accessibility violations must also be considered.)

LTCLD has paid pro-forma (Jeff Bulla) almost his total contract \$369,870 through February. Any new tasks assigned him from this day on may cost LTCLD an hourly consulting rate.

Recent - A roof leak from a recent light rain was discovered. The roofing contractor (Capital Cladding) responded with a repair crew promptly. Our Austech roof consultant observed their repair work and deemed it satisfactory. Considering the problems we have experienced with Capital Cladding – We will want Austech to check all their repairs.

Some patrons have been concerned with the noise level in the Adult Library particularly near the central service desk. Later in the year we may get a sound review by an acoustic firm.

CITIZENS PARTICIPATION: None.

6. The Landscape Plan has continued to move forward and is now complete. Small plants were planted the week before the Grand Opening. Morgan McMillian presented a plan, submitted by Friend of the Library Hester Currens that called for identifying labels for plants and trees in the Butterfly Garden and other areas of the grounds.

CITIZENS PARTICIPATION: Jean Dowdy commented that identifying signs should be decorative and not look like cemetery markers.

8. As discussed at the last Board meeting, Mr. Chatterjee had noted that another library district separates the sales tax revenue received from the state from the funds donated and other monies received. At that same time he proposed that the Board consider this procedure and invest these funds separately rather than continue with the commingling of funds that is the LTCLD procedure at the present time. No action was taken

CITIZENS PARTICIPATION: None.

9. Bob Johntz discussed the extension of the retention pond fence. This issue will be taken up at a later time, after the contract with Bartlett Cocke is finalized.

CITIZENS PARTICIPATION: None.

10. Bob Johntz and Morgan McMillian discussed the Texas Municipal League insurance. The district has a policy with a \$1,000.00 deductible.

CITIZENS PARTICIPATION: None.

11. Morgan McMillian gave a report on the technology installation. TFE is still working on the electronics inside the library, though the majority of their work is complete. The television in the front window has been installed. The new computers seem to satisfy the staff and patrons. CITIZENS PARTICIPATION: None.

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

CITIZENS PARTICIPATION: None.

13. The Grand Opening took place on March 17, 2013. Morgan McMillian discussed the very successful celebration. Door counters recorded an attendance of 925. Ms. McMillian estimates that the true count was approximately 800. It was noted that Mr. Haythem Dawlett was one of the welcoming speakers. Also, Dan Pedersen and Mary Whitaker, past Library Board members, were present along with present Board members to cut the ribbon to the library. Thanks to the Lakeway/Lake Travis Rotary Club for providing the refreshments for the attendees.

CITIZENS PARTICIPATION: None.

14. A resolution, Resolution 2013-01 establishing the office and regular meeting place of the LTCLD Board, was presented. Nancy Pencsak made a motion to approve the resolution establishing the office and meeting place as 1938 Lohmans Crossing, Austin, TX 78734. Sharon Rogers seconded the motion.

CITIZENS PARTICIPATION: None. The motion passed unanimously.

15. The Board discussed the two pieces of art that had been presented, at other meetings, for donation. It was determined that because of the lack of space in the Children's Room, there was just not room for the dollhouse. An art piece was discussed that the donor wanted hung in the Children's Room. The subject of the art was a man smoking a pipe. The subject matter of the picture did not seem to fit the décor of the Children's Room.

Carol Black made a motion to decline the donation of the dollhouse. Nancy Pencsak seconded the motion.

CITIZENS PARTICIPATION: None The motion passed unanimously.

Sharon Rogers made a motion to decline the donation of the art print. Nancy Pencsak seconded the motion.

CITIZENS PARTICIPATION. Diane Taylor commented that explaining reasons for declining donations could be difficult. Ms. Taylor said that Janet Wright would be available to consult with Board on such matters.

The motion passed unanimously.

16. As the Texas legislature is in session, bills were discussed that could affect Library Districts. Nancy Pencsak provided the Board with copies of information compiled by Mary Jo Finch, Library Director at Westbank Library. In this information, Ms Finch suggests that Library Districts might consider pooling resources to hire someone to monitor this kind of legislation. Morgan McMillian will contact Ms. Finch for more information.

CITIZENS PARTICIPATION: None.

17. Bob Johntz discussed Records Retention. Mr. Johntz will consult the district's Records Retention policy, and examine what financial records, in storage, need to be kept and what may be discarded.

CITIZENS PARTICIPATION: None.

18. Librarian's Report. The February door count was 8,207; the library was open half of the month. During this time there were 9,481 Circulation Transactions and 238 new patrons.

CITIZENS PARTICIPATION: None.

19. Allowing The Lakeway/The Hills Solos Club to sell Lakeway afghans in the library was discussed. These are commercially produced afghans that commemorate the 50th Anniversary of the founding of the City of Lakeway.

CITIZENS PARTICIPATION: Jean Dowdy commented that handmade afghans are expensive to make. She wondered if this group would contribute to the library. Ms. McMillian said that the Solos group had purchased a brick for the pathway.

20. Executive session:

Carol Black adjourned the meeting at 3:54 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 March 25, 2013 at 4:07 p.m.

21. At 4:08 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. Sharon Rogers made a motion to hire a part-time clerk to work 25-30 hours a week. Bob Johntz seconded the motion.

CITIZENS PARTICIPATION: None. The motion passed unanimously

22. Board Comments: One Board member discussed their need to be absent.

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

24. Since there was no further business the meeting was adjourned at 4:11 p.m.

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