

**MINUTES OF LAKE TRAVIS COMMUNITY LIBRARY DISTRICT
BOARD OF TRUSTEES
April 22, 2013**

At 2:00 p.m., President, Carol Black, called to order the one hundred and fifty-eighth 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, P K Chatterjee, and Bob Johntz. Absent board member was Sharon Rogers. Attendees were Morgan McMillian, Joan Buzzard, Jean Dowdy, and Mikus Grinbergs.

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 March 25, 2013 minutes. Bob Johntz made a motion to approve the minutes as corrected. A punctuation error on page 2 was corrected. P K Chatterjee 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. Shelton Keller has addressed the problem of too low chairs in the Adult Library with 10" cylinders to raise each chair at a cost of \$420. Libra-Tech has worked on the shelving in the past month also.

Event of the Month – On Tuesday, April 9th, a three-inch rain fell on the library site in about 45 minutes with a stiff wind, providing a test of the building and the landscape hardiness. Several roof leaks appeared – including one in the Children's Library that was repaired last month. Austech was again called to oversee the repairs.

The roofing subcontractor made some temporary repairs. There has been no significant rain event to test these. A large effort will likely be needed to make the roof water-proof. Bartlett Cocke and the roofer have a crew working on sections of the roof this week. We will continue our contract with Austech for independent inspection of this repair work.

As occurred early this year, a portion of the parking lot was covered with mud during the above rain. Water and mud overflowed the South retaining wall which borders Tuscan Village. The Tuscan reply to a complaint about this overflow was to scrape up the mud and indicate that this problem soon will be corrected.

Inside the building - There was a flood of the storeroom during the above noted rain event. The contractor had not sealed the floor entry plates. This appears to have been corrected. The computerized lighting system is in need of additional programming as the light pointing to the flag is not operating properly. Most of the interior "punch list" items have been corrected.

Outside the building - There were drainage problems with the outside drains. There has been no work this month on the needed redesign and reinstall of several of the rain downspouts. A touch-up of some sections of the exterior-stucco walls is required. The heavy rain washed out sections of the crushed granite trail walk. We will have this problem during each large rain event, we have asked the Architect to suggest a fix for these wash-outs.

Concerns - The most significant violations of the Texas Accessibility Code reported last month concerning the slopes of sidewalks and the entrance drive have not been addressed. It appears that Bartlett Cocke and the Architect are in something of a conflict trying to reach an agreed remediation plan for the sidewalk and driveway violations. Also, they do not agree on who is at fault and should pay for this work. The recent rain damage to the crushed granite trail complicates these corrections in that the project specifications name this as an ADA accessible path which will require compaction to a near perfect slope and will require expensive rebuilding of the trail when heavy rains wash away the granite sand.

Financial – The Pay Application # 11 was processed this month and Bartlett Cocke received \$88,417.60. There was shown a \$243,990.60 balance owed to Bartlett. A draft # 12 Pay Application is being circulated requesting a payment of \$200,036.30. This would cash out most of the retainage funds being held, but would continue to hold \$43,954.30 to complete the remaining "punch list" items.

These dollar amounts may change slightly as the final costs and credits for some “punch list” items are priced. There may be a need, in the future, for an acoustical evaluation of the meeting room and the circulation desk.

PK Chatterjee commented that the District has paid Bartlett Cocke to construct an adequate roof; now this roof is leaking, and the district is bearing the expense of an independent roofing inspector to confirm that proper repairs are made. Mr. Chatterjee also pointed out that some funds due Bartlett Cocke should be held in reserve, until the ADA requirements are met. There is a need for a meeting with Haythem Dawlett and Bartlett Cocke to discuss the expense of the driveway entrance, for which Mr. Dawlett had said he would reimburse the District.

CITIZENS PARTICIPATION: None

6. The Landscape Plan continues to move forward. The landscape architect will inspect the crushed granite trail and make recommendations for its upkeep. The vegetation ID signs will be taken up at a future meeting.

CITIZENS PARTICIPATION: None.

7. Treasurer’s Report. PK Chatterjee presented the March report. Sales Tax revenue for March was \$45,240.00, and Sales Tax revenue for April is \$46,649.49. A number of the bank accounts have been closed as payments for the building expenses have been paid. The District has received all the funds from the Lakeway Bond Issue. CITIZENS PARTICIPATION: Joan Buzzard asked if District records could be digitized. Carol Black said that a few records, such as minutes, were required to be kept in paper form.

8. As discussed at the February Board meeting, Mr. Chatterjee noted that another library separates the sales tax revenue received from the state from the funds donated and other monies received. He discussed this again. Tax money is public funds, donations are non-public funds. The Public Funds Investment Policy limits how funds are to be invested. Mr. Chatterjee will consult with the District’s auditors about the separation of public and non-public funds

CITIZENS PARTICIPATION: None.

9. Morgan McMillian gave a report on the technology installation. TFE is still working on the electronics inside the library. One computer in the Adult Library has not worked since installation. Library staff have now programmed all televisions in the library to broadcast library information. This is very impressive.

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. At the last meeting of the Board, two pieces of donated art were declined. Letters were written to each of the persons who wished to donate these pieces. At this time, there are no donations to be considered.

CITIZENS PARTICIPATION: None.

12. As the Texas legislature is in session, bills were discussed that could affect Library Districts. SB 843 has passed the Senate and now moves to the House. It requires political subdivisions to report certain data to the Comptroller for public viewing. It not clear how one publishes a check registry, but the rest of it seems fairly straightforward. It is summarized in the fiscal notes on the state’s website. It is prudent for Districts to be aware of legislation affecting Library Districts, as harmful bills have been put forth in the past.

CITIZENS PARTICIPATION: Joan Buzzard said that possibly the Sunset Commission is behind the Legislature’s interest in Special Purpose Districts.

13. Bob Johntz discussed Records Retention and presented a list of the financial records that are stored in the unit at The American Mini Storage. Mr. Johntz quoted some of the retention requirements from the District’s Retention Policy, and recommended a meeting with Morgan McMillian to decide what financial records, according to policy, that could be discarded. CITIZENS PARTICIPATION: None.

14. Librarian's Report. The library currently has 8,138 active cardholder accounts, up from 7,130 in April 2012. All areas of library service have substantially increased from 2012 levels.

Joe Nick Patoski is the featured 2013 Lake Travis Reads author. He will speak at LTCL on Wednesday, May 8th at 7 p.m. The Summer Reading Program Kickoff is Saturday, June 8th from 10:30 a.m. to 12:30 p.m. The 2012 Annual Report has been completed, the current district population is 30,237.

CITIZENS PARTICIPATION: None.

15. The Lakeway/Hills Solos Club has decided not to ask to sell Lakeway afghans in the library on a day of the book sale.

CITIZENS PARTICIPATION: None.

16. Executive session:

Carol Black adjourned the meeting at 3:55 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 April 22, 2013 at 4:21p.m.

17. At 4:22 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

The topic of Records Retention was again discussed. Carol Black made a motion that Bob Johntz and Nancy Pencsak be Co-Records Retention Officers, with Mr. Johntz the financial officer and Ms. Pencsak the administrative officer. PK Chatterjee seconded the motion.

CITIZENS PARTICIPATION: None. The motion passed unanimously.

18. Board Comments: Various absences for Board members were announced.

19. Closing: Future meetings: May 20, 2013 - 3:00 p.m. June 27, 2013 at 2:00 p.m.

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

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