

**MINUTES OF LAKE TRAVIS COMMUNITY LIBRARY DISTRICT  
BOARD OF TRUSTEES  
May 20, 2013**

At 3:00 p.m., President, Carol Black, called to order the one hundred and fifty-ninth 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, Bob Johntz and Sharon Rogers. Absent board member was PK Chatterjee. Attendees were Morgan McMillan, Mikus Grinbergs, and Jody Roelofs.

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 April 22, 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.

5. Frank Black, Bldg. Committee co-chair, gave a report to the Board on the progress of the new library structure. A water drainage problem was discovered at the edge of the East patio. Men worked on this problem most of the day on Thursday, May 16.

Inside the building – The roof repairs appear to have been successful. During recent rains there was a small water pool in the storeroom. Other overhead drips have disappeared. B-C, based on a hose water test, believes this storeroom problem is from water flowing at ground level into the floor of the adjacent utility room. They are resealing the ground level walls and doorsteps.

Two new problems have appeared. The accordion door in the meeting room is off its track (repairs will be done under warranty).

The desk level temperature under the skylight is uncomfortably high on hot afternoons. There is something of a question on whether this is a design problem.

Jeff (proforma) and Denise (Bartlett) are considering a solution. Probably a reflecting film will be needed on the skylight glass.

Only minor interior “punch” items remain – Although Morgan may want to update the recent problems concerning the TFE wiring and the AT&T or Fire and Security systems.

Outside the building - 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. The Architect has requested a waiver (variance) from the State compliance office. Other items from this ADA type inspection have been resolved -- or are minor compared to those involving the entrance drive and sidewalks. Some work on the rain gutters remains.

Financial - We have paid all our contractual obligations to the Architect. The contractor has received the retainage as provided under his contract--except for \$43,904 to cover any minor corrections which may appear in the next few months. The contract with Bartlett has a total cost of \$2,447,056.

(Excludes electronics, shelves and furniture.)

CITIZENS PARTICIPATION: None

6. The Landscape Plan continues to move forward. A discussion was held on vegetation ID signs.

The proper height for mowing of the Buffalo Grass is being investigated.

CITIZENS PARTICIPATION: None.

7. Treasurer's Report. Mr. PK Chatterjee is on vacation, but he has provided reports that were discussed. Sales Tax revenue for April was \$46,649.00. The balance owed to Bartlett Cocke is \$243,941.00. With \$521,352.00 in the bank, we can now conclude that we have successfully accomplished our building project with approximately \$275,000.00 remaining. CITIZENS PARTICIPATION: None.

8. Bob Johntz has signed the Engagement Letter with West, Davis & Company, LLP to perform the Annual Financial Audit for FY 2012-13. Bob Johntz, PK Chatterjee, and Morgan McMillian are preparing information for this annual audit. We will need to approve the annual financial reports at the July Board meeting. The company will present the audit to the Board at the September or October meeting.

CITIZENS PARTICIPATION: None.

9. Morgan McMillian gave a report on the technology installation. TFE is still working on the electronics and telephones inside the library.

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. No requests to donate art have been received at this time.

CITIZENS PARTICIPATION: None.

12. As the Texas legislature is in session, bills were discussed that could affect Library Districts. Nancy Pencsak presented information in an email from Mary Jo Finch, Library director at Westbank Community Library.

The most significant bills, appear to be HB3397 which will require some financial reporting to the comptroller that will not be too onerous, and SB14/HB14, which will require us to hold hearings every 3 years, starting in 2014. This one will require a greater documentation burden (but not every year), and the holding of public hearings.

CITIZENS PARTICIPATION: None.

13. Bob Johntz presented his reports regarding retention activity on Financial Records. Mr. Johntz is to be complimented for his labor on this time-consuming task. The next action in Financial Records Retention is to purge records in the storage unit and in the Financial Cabinet in the library, per the schedule, on June 1, 2013. After we go into the fiscal year 2013-2014, there will be a review of records to determine further purging. That will be in September, 2013 and then reviewing and purging should be done annually in September. It was suggested that the two empty file cabinets in the storage unit be used to house the files currently in paper boxes.

CITIZENS PARTICIPATION: None.

14. Librarian's Report. There were 241 new patrons in April. There are currently 8,363 active card holder accounts. Circulation numbers continue to increase.

The Annual Report to the Texas State Library has been acknowledged, with no additional information requested.

Plans are in place to submit our new library building for consideration in the Design Showcase publication of American Libraries.

The Rotating Art Program's first exhibitor, Larry Elliott, will host an opening reception for his photography exhibit on Friday, May 31, 2013 from 4 p.m. to 6 p.m.

Ms. McMillian would like to participate in Leadership Lake Travis, which is sponsored by The Lake Travis Chamber of Commerce.

It was suggested that area book clubs be encouraged to participate in the next Lake Travis Reads Program.

CITIZENS PARTICIPATION: None.

15. The LTCL plans to have many large library events in the future. A food vendor had inquired about allowing vendors to participate, but did not attend the meeting to present their request, so no action was taken.

CITIZENS PARTICIPATION: None.

16. Executive session:

Carol Black adjourned the meeting at 4:00 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 May 20, 2013 at 4:32 p.m.

17. At 4:33 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.

19. Closing: Future meetings: June 27, 2013 at 2:00 p.m.  
July 25, 2013 at 2:00 p.m.

20. Since there was no further business the meeting was adjourned at 4:34 p.m.

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