

**MINUTES OF LAKE TRAVIS COMMUNITY LIBRARY DISTRICT
BOARD OF TRUSTEES
June 27, 2013**

At 2:00 p.m., President, Carol Black, called to order the one hundred and sixtieth 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 PK Chatterjee. Board Trustee Sharon Rogers was absent. Attendees were Morgan McMillian, Frank Black, Sue Gilman, Alan Gober, Mikus Grinbergs, and Helen Kott.

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 May 20, 2013 minutes. Bob Johntz made a motion to approve the minutes as presented. PK 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

- 1) Contractors are on the site as needed – mostly to work on “punch list” items. We continue to hold \$ 43,000 of the contractor’s payments.
- 2) The items of major concern regarding the contract are associated with problems found by a Texas ADA type inspection. Principal ADA Violations involve the degrees of slope up the sidewalk from the Lohmans sidewalk to the North-West corner of our building. Rebuilding this sidewalk could mean altering the entry drive. Our architect has requested a waiver from the State for this problem. Other ADA violations are being resolved – but are not as significant as the sidewalk issue.
- 3) Last month’s construction report was overly optimistic on the solving of roof leaks. This month’s rains provided small leaks in the Children’s Library – and recurring flooding of the storeroom. The roofing sub-contractor worked diligently with our independent roof inspector to correct all the leaks.
- 4) Hairline cracks in the external stucco walls are a concern. Neither the architect nor the contractor appear to know whether these present a long term problem. We are seeking a consultant/consultants to review this issue.
- 5) We have contracted for application of a reflective film to be installed inside under the glass of the skylight. This is to lower the glare and the heat accumulation near the check in-checkout area under the skylight.
- 6) Other: Some rework of the gutters and downspouts is required. The paving has been degraded in some areas and will require resurfacing. The new plants and trees in our landscaping appear to be healthy with two or three exceptions. Morgan is contracting for the trimming and dressing of the oak trees.

PK Chatterjee made a motion that he, Mr. Chatterjee, approach Haythem Dawlett about the expenses the district has incurred for moving utility lines (prior to pouring foundation), paving the entrance to the site, and enlarging the parking lot; and ask for reimbursement, of at least \$25,000, in the form of escrow condominium fees. Bob Johntz seconded the motion.

CITIZENS PARTICIPATION: Sue Gilman asked if the fence by the pond is on Tuscan Village property. Parts of the fence are on Tuscan Village property. The motion passed unanimously.

6. Sue Gilman discussed the general election that will be held on November 5, 2013. Two Board members are to be elected at that time. She said that the letter to the Justice Department would not be necessary.

CITIZENS PARTICIPATION: None.

7. Treasurer’s Report.

Mr. PK Chatterjee discussed the monthly financial report. Sales Tax revenue for May was \$59,567; for June \$50,000. Bob Johntz made a motion to approve the Treasurer’s Report. Nancy Pencsak seconded the motion.

CITIZENS PARTICIPATION: Alan Gober asked about 'net worth.' Mr. Chatterjee explained the computation. The motion passed unanimously.

8. PK Chatterjee discussed the 2013-2014 LTCLD Budget.

Bob Johntz made a motion to adopt the Budget as presented. Nancy Pencsak seconded the motion.

CITIZENS PARTICIPATION: None. The motion passed unanimously

9. Bob Johntz and Nancy Pencsak discussed the Records Retention activity. Ms. Pencsak stated that she had gathered information that two people cannot be the Records Retention officers. Only one person may serve in this capacity. At the present time, Ms. Pencsak is that person. 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. The library director has been contacted asking the LTCLD Board to participate in a request to the City of Lakeway to try to eliminate the breeding of mosquitoes on the adjacent pond. No action was taken.

CITIZENS PARTICIPATION: Alan Gober commented that Haythem Dawlett may have filed a pond maintenance plan with the City of Lakeway.

13. Librarian's Report. There were 269 new patrons in May. Statistics continue to increase in all areas of library service. More than 600 people attended the Summer Reading Program Kick-Off on June 8th. Many programs for children continue to be offered. Another artist, Theresa Martin, will be exhibiting works in the meeting room.

CITIZENS PARTICIPATION: None.

14. Executive session:

Carol Black adjourned the meeting at 3:42 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 June 27, 2013 at 4:40 p.m.

15. At 4:41p.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.

16. Board Comments:

17. Closing: Future meetings: July 25, 2013 - 2:00 p.m. ; August 22, 2013 at 2:00 p.m.

18. Since there was no further business the meeting was adjourned at 4:43 p.m.

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