

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

At 2:01 p.m., President, Carol Black, called to order the one hundred and sixty-second 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, and PK Chatterjee. Board members Bob Johntz and Sharon Rogers were absent. Attendees were Morgan McMillian, Frank Black, Sue Gilman, and Alan Gober.

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 June 27, 2013 minutes. PK Chatterjee made a motion to approve the minutes as presented. Carol Black seconded the motion. The motion passed unanimously.

Nancy Pencsak, Board Secretary, asked for the approval of the July 19, 2013 minutes. PK Chatterjee made a motion to approve the minutes as presented. Carol Black seconded the motion. The motion passed unanimously.

4. CITIZENS PARTICIPATION: Alan Gober announced that he intends to file for a place on the November Ballot for a position on the Library Board.

5. The Building Report will be taken up later in the meeting.

6. Sue Gilman recommended that the Board call for an election to be held on November 5, 2013. Two Board members are to be elected at that time. Nancy Pencsak made a motion to call for an election to be held on November 5, 2013, for the purpose of electing two persons to the board. PK Chatterjee seconded the motion.

CITIZENS PARTICIPATION: None.

The motion passed unanimously.

7. Mr. PK Chatterjee discussed the monthly financial report. Sales Tax revenue for June was \$50,841.00 and for July \$46,000.00. Nancy Pencsak made a motion to approve the Treasurer's Report. Carol Black seconded the motion. CITIZENS PARTICIPATION: None.

The motion passed unanimously.

8. Morgan McMillian discussed the Employee Retirement Plan, asking the board to consider changing the retirement plan to provide matching contributions to the employee's savings plans. Information was provided showing that 5 library districts and 2 city libraries have some form of matching employee contributions. This topic will be taken up at future meetings, as more information is needed from business sources.

CITIZENS PARTICIPATION: Alan Gober gave a cost estimate based on salary figures in the budget.

9. Morgan McMillian presented information from the recent meeting of the Library District Discussion Group on Sales Tax Recovery. At that meeting, Westbank Library provided information from Sales Tax Assurance about their services. Ms McMillian will obtain proposals from three similar service providers and present them at the August board meeting. CITIZENS PARTICIPATION: None.

Item 5 was taken up at this time.

Frank Black, Bldg. Committee co-chair, gave a report to the Board on the progress of the new library structure. Minor "Punch list" items are being worked by Bartlett Cocke. The rain water leaks into the Storeroom and onto the mezzanines have not been stopped. The Contractor and Roofing subcontractor continue to search for the sources of these problems. Much of the roof tile on the West patio will be removed as part of the solution to the Storeroom leaks.

A request by the Architect for a variance from the State on the handicap sidewalk near Lohmans was partially approved, but the State retained the demand for reworking a large portion of the hill portion of the sidewalk. The Architect has provided his solution for rebuilding this sidewalk to meet State ADA standards. No cost for this work has been developed at this time.

The ADA improper slope for wheelchair access to the lower section of the outdoor amphitheater is pending an estimate of the cost.

These ADA corrections should be financed by the Architect and or the contractor.

The most significant issue for the building, apart from the above, is a solution for the hair-line cracks in the stucco on the exterior walls. Neither the Architect nor the Contractor have provided a solution for this cracking, but have promised an analysis and solution.

The scratched glass at the front entrance and in the children's area is to be replaced September 5th.

Mr. Chatterjee has not been able to speak to 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 asking for reimbursement, of at least \$25,000, in the form of escrow condominium fees.

CITIZENS PARTICIPATION: None.

10. Morgan McMillian said that requests have been made for the library to sell merchandise. This would require staff time and effort, with very little benefit to the library. Nancy Pencsak made a motion that the library not sell items, other than at library sponsored events. PK Chatterjee seconded the motion.

CITIZENS PARTICIPATION: Alan Gober commented that perhaps holiday bazaar type sales might be allowed.

The motion passed unanimously

11. PK Chatterjee presented the Management's Comments letters as part of the Financial Audit for 2012-2013.

PK Chatterjee made a motion to adopt the Management's Comments. Nancy Pencsak seconded the motion.

CITIZENS PARTICIPATION: None.

The motion passed unanimously.

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

CITIZENS PARTICIPATION: None.

14. The library director had 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. A fountain is to be installed in the pond, which should address this problem. No action was taken.

CITIZENS PARTICIPATION: None.

15. Librarian's Report. There were 247 new patrons in June. Statistics continue to increase in all areas of library service. More than 100 people attended the Larry Elliott photo exhibit reception. Many programs for children continue to be offered. Another artist, Valerie Rawlings, will be exhibiting works in the meeting room, with a reception planned from 2 p.m. to 3:30 p.m on Sunday, September 8th. The library now has 8,808 active card holders. The City of Lakeway has amended the city's banner policy, allowing the LTCL to erect a permanent banner on site. This will be used, from time to time, to announce special events.

CITIZENS PARTICIPATION: None.

16. Executive session:

Carol Black adjourned the meeting at 4:01 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 July 25, 2013 at 4:46 p.m.

17. At 4:47 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: August 22, 2013 at 2:00 p.m. September 26, 2013 at 2:00 p.m.

20. Since there was no further business the meeting was adjourned at 4:48 p.m.

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