

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

At 2:00 p.m., President, Carol Black, called to order the one hundred and sixty-third 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. Bob Johntz and Sharon Rogers were not in attendance. Attendees were Morgan McMillian, 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 July 25, 2013 minutes. PK Chatterjee made a motion to approve the minutes as presented. Nancy Pencsak seconded the motion. The motion passed unanimously.

4. CITIZENS PARTICIPATION: None.

5. A presentation was to be made by the Water Control and Improvement District 17.  
There were no representatives from WCID 17. CITIZENS PARTICIPATION. None.

6. Mr. Charles Fitzsimmons wished to donate art to the Lake Travis Community Library. Mr. Fitzsimmons did not attend the meeting. CITIZENS PARTICIPATION. None.

7. Frank Black, Bldg. Committee co-chair, has provided a written report to the Board on the progress of the new library structure.

Work is in progress to make the front sidewalk (from the street) handicapped accessible.

Texas Accessibility Violations -- The several (ADA) problems noted by a State inspector and listed as violations for our job site have been mostly resolved. The work this week to revamp the sidewalk from the street to the building should satisfy the most expensive of these (at no cost to the owner). Only the selection and installation of some device to alert a cane carrying blind person of the angled major support beam in the adult library remains. This is a low cost fix and can be resolved shortly.

The contractor and architect believe that the lowest level of the crushed granite amphitheater should be wheelchair accessible. This was apparently overlooked by the State Inspector (and also the architect and contractor). This change would be a nod to allow some future possible presenter in a wheelchair to make a presentation to an audience gathered in the amphitheater. Reluctantly, we have agreed to approve a \$3,000 expenditure for this change -- if the contractor can resolve the problem we observe of washout of the crushed granite on the amphitheater slopes which occurs during each intense rain.

Roof Leaks -- The roof subcontractor (Capital Cladding) worked the leak problems several days this month. Testing these repairs by hose spraying indicated more work was needed. The general contractor Bartlett-Cocke has hired an alternate roofer to complete these repairs. The drought continues -- no intense rain has occurred recently -- one will be needed to assure that the roof repairs have been effective.

Stucco Hairline Cracks -- The extensive small cracks in the exterior stucco walls remains under study. Two experienced experts from the stucco applicators have been onsite to evaluate this problem. All agree that the walls are sturdy and no immediate problem (other than appearance) exists. But, the extent of the hairline cracking is greater than any they have observed. A coupon was cut from the exterior wall near the West patio building doors for laboratory testing of the various layers of supports and applications of the exterior walls. The summary of comments to date indicates that the solution to this problem will be to install an additional exterior layer of more elastic stucco. The elasticity of this new coat should be resistive to cracking.

CITIZENS PARTICIPATION: Sue Gilman asked if the green area was the sample area for the stucco. Ms. McMillian said yes. Alan Gober commented that there had certainly been a lot of roof leaks.

8. Sue Gilman made a report to the Board regarding the 2013 General Election to be held November 5, 2013.

Alan Gober, Bob Johntz, and Sharon Rogers have submitted paper work to Ms. Gilman. Thus the District will finance an election in November to elect two Board Trustees. A drawing will be held, August 26th at 5:15pm, to determine places on the ballot. Ms Gilman pointed out the need for persons with election questions to come to her for information. CITIZENS PARTICIPATION. None.

9. Treasurer's Report. Mr. PK Chatterjee provided reports that were discussed. Sales Tax receipts for July were \$46,294, for August the receipts were \$64,473. There is now a category for designated donations and one for undesignated donations. The reports now provide information on monthly Sales Tax Trends from 2010 to the present, showing a downward trend.

Nancy Pencsak made a motion to approve the Treasurers Report. PK Chatterjee seconded the motion.

CITIZENS PARTICIPATION. Alan Gober asked how revenue from the sale of bricks is treated. Mr. Chatterjee said that all brick funds would be treated as designated donations. Mr. Gober asked about cleaning expenses for water leaks and was told that the building contractor is paying for that. Mr. Gober also asked if the City of Lakeway sales tax revenue was down and Mr. Chatterjee does not have that information.

The motion passed unanimously

10. Morgan McMillian discussed the Employee Retirement Plan. Ms McMillian provided handouts showing information from libraries showing their providing matching contributions to their employee's saving plans. PK Chatterjee said that about 50% of employers provide matching contributions; and of those, 27% match up to 6%, and 23% match up to 3%. Mr. Chatterjee does not think the District should undertake this program at this time. But it could be considered next year, at the time salary increases are considered. This matter will be taken up at the November Board meeting.

CITIZENS PARTICIPATION. Alan Gober expressed reservations about tying matching contributions to raises.

11. Recently, a long-time full-time employee resigned from the library. At that time an honorarium was awarded to this person. A policy may need to be added to the Personnel Policy Manual reflecting future actions of this kind.

This matter will be taken up at the next Board meeting.

CITIZENS PARTICIPATION Alan Gober asked for clarification of accrued vacation benefits for employees, when they leave. Ms. McMillian assured him that was covered in the Employee Policy Manual.

12. The need for change in the Policy Manual addressing sales in the library will be taken up at the next Board meeting

CITIZENS PARTICIPATION. None.

13. Board members and staff have been investigating firms for sales tax recovery. Morgan McMillian provided information from Sales Tax Assurance and from MuniServices. Ms McMillian and PK Chatterjee will gather more information from these companies as to fee structures. They will bring a recommendation to the next Board meeting.

CITIZENS PARTICIPATION. None

14. Carol Black discussed that the Library District has been in the news for eleven years. Records of these news items do not seem to exist. If this is the case, a Board member or staff person needs to be appointed as Historian for the Library District to correctly retain and store these documents. PK Chatterjee said that he does not want an employee appointed as the Historian because he doesn't want to pay someone to keep the records. Carol Black made a motion to appoint a District Historian. PK Chatterjee seconded the motion.

CITIZENS PARTICIPATION. None. The motion passed unanimously

15. PK Chatterjee discussed the 2012-2013 Audit. Mr. Chatterjee has met with Kitty Ripley of West Davis to prepare documents for the audit. The City of Lakeway is sending the required information to the auditors.

CITIZENS PARTICIPATION: None.

16. There has been little communication with pro-forma architects recently except regarding ADA requirements.

CITIZENS PARTICIPATION. None.

17. Librarian's Report. The July door count was 10,777. There were 218 new patron cards issued. 25% of the library's collection is checked out at this time. The Summer Reading Program concluded August 2. Valerie Rawlings Art reception will be Sunday, September 8, from 2-3:30 p.m. The Lakeway Arts Committee's 50<sup>th</sup> Anniversary Reception will be Sunday, September 29, from 4-6 p.m.

CITIZENS PARTICIPATION. None.

18. Executive session:

Carol Black adjourned the meeting at 3:36 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 August 22, 2013 at 3:54 p.m.

19. At 3:55 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.

PK Chatterjee made a motion to approve salary increases. Nancy Pencsak seconded the motion.

CITIZENS PARTICIPATION. None. The motion passed unanimously:

20. Board Comments:

- A. Carol Black noted that the Board and Library Director have purchased tickets to attend the Dancing With The Stars Gala in October.
- B. Mr. Chatterjee will meet tomorrow with Haythem Dawlett.

19. Closing: Future meetings: September 26, 2013 - 2:00 p.m.; October 24, 2013 at 2:00 p.m.

20. Since there was no further business the meeting was adjourned at 3:58 p.m.

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