

**MINUTES OF LAKE TRAVIS COMMUNITY LIBRARY DISTRICT
BOARD OF TRUSTEES
Sept 26, 2013**

At 2:00 p.m., President, Carol Black, called to order the one hundred and sixty-fifth 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, PK Chatterjee, Bob Johntz and Sharon Rogers. Attendees were Morgan McMillian, Frank Black, Jean Dowdy, Sue Gilman, Peter Hitt, Amy, Joyce Johntz, daughter and two grandsons, Margaret McDermott, Diane Taylor, Ray Pencsak, and Sarah Traugott (newly hired Library Assistant).

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 August 22, 2013 minutes. Sharon Rogers made a motion to approve the minutes as presented. Bob Johntz seconded the motion. The motion passed unanimously.

Nancy Pencsak, Board Secretary, asked for the approval of the September 3, 2013 minutes. Bob Johntz made a motion to approve the minutes as presented. Sharon Rogers seconded the motion. The motion passed unanimously.

6. There was no donated art to consider.

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

Accessibility - 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 reach the lower podium level of the amphitheater. The work to make this correction will cost about \$3,000.

Roof Leaks – There was some good news from the recent two inch rain. The storeroom flooding appears to be corrected. However small leaks near the skylight area, Nancy's Nook and the children's library continue to occur during heavy rains. Bartlett Cocke personnel and our roofing consultant are creating a plan to again address these problems.

Stucco Hairline Cracks –The contractor has not yet determined how to mitigate the extensive small cracks in the exterior stucco walls. Bartlett Cocke and their sub-contractors have pledged to work toward correcting this cracking in the near future.

Warranty Items – The contractor has recoated and re-stripped the parking lots. Some unusual wear of the asphalt was evident. CITIZENS PARTICIPATION: None.

8. Sue Gilman made a report to the Board regarding the 2013 General Election to be held November 5, 2013. Cancellation Notices have been posted for the public and will be posted Election Day at polling places. CITIZENS PARTICIPATION: None.

4. Robert Johntz announced that he would be resigning his position as Coordinator of Library Operations and Human Relations as soon as another person could be appointed by the Board.

Carol Black stated that the members of the Board thanked Mr. Johntz for his faithful service as a Board member from 2004 through 2013. Mr. Johntz gave a moving account of his early involvement in the formation of the Library District and of how much he had enjoyed working with board members. Each Board member responded with words of appreciation for Mr. Johntz's service.

At 2:55 p.m., Dr. Black recessed the meeting, for refreshments, celebrating with Mr. Johntz and his family.
At 3:15 p.m., Dr. Black reconvened the meeting.

5. CITIZENS PARTICIPATION on any topic not on the agenda: None.

9. Treasurer's Report. Mr. PK Chatterjee gave the treasurer's report. Sales tax receipts for August were \$64,473, for September \$56,306. Mr. Chatterjee has met with Haythem Daulett concerning the District's expenses moving utility lines (prior to construction), \$43,000; paving the entrance to the parking lot, \$12,000; and paving the parking lot, \$10,000. The issues have not all been resolved, and discussions will continue. Bob Johntz made a motion to approve the Treasurer's Report. Sharon Rogers seconded the motion.

CITIZENS PARTICIPATION: None. The motion passed unanimously

Some new bill paying procedures, to speed up the process, were discussed. Currently, Morgan McMillian approves bills, Sue Gilman puts the information into Quick Books, Bob Johntz pays the bills, and PK Chatterjee reconciles the accounts. It was suggested that Library Assistant Yvette Elizondo take over paying bills out of Prosperity Bank by AutoPay, and hand-cut checks up to a \$500 limit.

PK Chatterjee made a motion that Yvette Elizondo be given authority to pay bills out of Prosperity Bank by AutoPay and hand write checks up to a \$500 limit. Nancy Pencsak seconded the motion. CITIZENS PARTICIPATION. None. The motion passed unanimously.

10. Recently, a long-time full-time employee resigned from the library. At that time an honorarium was awarded to this person. A policy needs to be added to the Personnel Policy Manual reflecting future actions of this kind. This item will be taken up at the November Board Meeting.

11. Because persons have contacted the library wishing to sell goods, a Board policy was discussed. The policy states: "Any misconduct that hinders use of the library or library materials is prohibited. Such misconduct might include but is not limited to: 12. Buying or selling of any kind, or soliciting for personal gain or charitable purposes." It was determined that requests of this kind be denied.

CITIZENS PARTICIPATION: None.

12. Board members and staff have been investigating firms for sales tax recovery. The hiring of Sales Tax Assurance LLC was proposed to identify entities that were not paying sales tax to the Library District.

PK Chatterjee made a motion to hire Sales Tax Assurance LLC for one year, contingent on approval by the District's lawyer. Sharon Rogers seconded the motion. CITIZENS PARTICIPATION: Jean Dowdy continues to encourage Briarcliff officials and residents to use their correct Briarcliff address, so that the correct sales tax is collected for the Library District. The motion passed unanimously.

13. 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. Sharon Rogers has agreed to become this historian. Carol Black made a motion to appoint Sharon Rogers District Historian. PK Chatterjee seconded the motion. CITIZENS PARTICIPATION: None. The motion passed unanimously.

14. Bob Johntz and PK Chatterjee discussed the 2012-2013 Audit. PK Chatterjee will meet with auditor Kitty Ripley to reconcile expense items. Board members will be presented with the completed Audit at the October 24th meeting. CITIZENS PARTICIPATION: None.

15. There has been little communication with pro-forma architects recently except regarding ADA requirements. A stand, meeting ADA requirements, will be placed in front of the 'leaning beam.'

CITIZENS PARTICIPATION: None.

16. Librarian's Report. A new part-time Library Assistant has been hired, Sarah Traugott. 564 people attended Library Programs in August. There were 213 new patrons added in August. 6,000 more circulation transactions occurred than in August of 2012. In celebration of Lakeway's Golden Anniversary, there is a photo exhibit at the library through October 15th, and other events during October. CITIZENS PARTICIPATION: None.

17. Executive session:

Carol Black adjourned the meeting at 4:20 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 September 26, 2013 at 4:27 p.m.

18. At 4: 28 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.

20. Closing: Future meetings: October 15, 2013 - 2:00 p.m.;

October 24, 2013 - 200 p.m.;

November 22, 2013 – 2:00 p.m.

21. Since there was no further business the meeting was adjourned at 4:40 p.m.

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