

**MINUTES OF LAKE TRAVIS COMMUNITY LIBRARY DISTRICT  
BOARD OF TRUSTEES  
February 27, 2014**

At 2:00 p.m., President, Carol Black, called to order the one hundred and seventy-first 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 PK Chatterjee, Alan Gober, Nancy Pencsak, Sharon Rogers and Carol Black. Attendees were Morgan McMillan, Frank Black, Jean Dowdy and Sabrina Long.

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 January 23, 2013 minutes. Sharon Rogers made a motion to approve the minutes as presented. Alan Gober seconded the motion. The motion passed unanimously.

4. CITIZENS PARTICIPATION: None.

5. There was no donated art to consider. CITIZENS PARTICIPATION: None.

6. & 7. Frank Black and Morgan McMillan gave reports to the Board.

Punch list items –

Stucco Cracking -The major remaining construction correction needed is the rework of the exterior stucco to correct the hairline cracking. The current Bartlett Cocke plan is to bid a process that will cover the existing stucco with a plastic mesh which will be anchored to the existing building metal wall supports. This will then be coated with a new thin pliable stucco coating of a proper color to match the existing walls. This will be a major job taking perhaps several weeks. B-C will enlist a new stucco contractor for this work as it appears the original stucco contractor has not been willing to correct this problem. The latest report from B-C is that three masonry contractors have been asked to bid this work with a goal to first work on one wall near the staff entrance to verify this corrective plan will be satisfactory. This first test panel is scheduled for installation in late March. We have no financial obligation for this work. Only minor disruptions of Library operations are expected during this work.

Roof and Gutters – The new B-C roofing contractor has worked minor leaks as the Staff observes these. Unfortunately, recent weeks have brought few rains to test their repairs. Some revision to the East patio gutter is pending.

Other – B-C has worked promptly some issues with the AC system. The electrical subcontractor has been called on several lighting fixture problems.

Solar Panels– We expect a second proposal for the use of solar panels for supplemental electricity within the next few days. AC Solar visited the Library and asked to submit a proposal. They claim a more efficient panel design by Sun Edison. Much of their work appears to be installing home systems. They have been sent building and lot drawings and a summary of our Austin Energy invoices for the past year.

Meeting Room Noise – The sound quality in the meeting remains a problem. The Library has received a proposal from BAi Acoustics Consultants to perform acoustical measurement and document corrections needed to improve the quality of this room's sound absorption. The Lake Travis School District has used their service and highly recommends this firm. We request LTCLD Trustees approval to commit about \$1,500 for this study. Additional money will be required to install sound absorbing panels which may be needed to act on the BAi recommendations.

Carol Black made a motion to engage BAi Acoustics Consultants to perform acoustical measurements and document corrections needed. PK Chatterjee seconded the motion.

CITIZENS PARTICIPATION: None. The motion passed unanimously

8. Morgan McMillan presented the Librarian's Report. Program attendance has increased 68%, the door count has increased 40% and circulation transactions have increased 41% from 2012. The library currently has 9,714

active cardholder accounts. The TSLAC Annual Report has been completed. Lake Travis Fire Rescue conducted their annual inspection of the library. LTFR also presented a CPR/defibrillator/emergency training class for staff on February 25<sup>th</sup>. Janet Sopps-Sims' Art reception will be held March 15, from 2-3:30 p.m.  
CITIZENS PARTICIPATION: None

9. Treasurer's Report. Mr. PK Chatterjee gave the treasurer's report. Sales tax receipts for January were \$53,870. February receipts are \$110,520.  
Sharon Rogers made a motion to approve the Treasurer's Report. Alan Gober seconded the motion.  
CITIZENS PARTICIPATION: None. The motion carried unanimously.

10. PK Chatterjee presented a Proposal for Non-Public Funds Classification. This proposal is to segregate LTCLD's non-public funds from its public funds so that the non-public funds can be invested under an Investment Policy that is separate from the Investment Policy used for its public funds. An Investment Policy for Non-Public Funds was presented for the Board to examine. No action was taken and this will be taken up at the March Board meeting

11. Morgan McMillian and PK Chatterjee discussed recent communications with representatives of Sales Tax Assurance. The confidentiality of information and reports from Sales Tax Assurance was stressed. The amounts of sales tax recovered may be reported, but not the business name. If the business is named, the amount of recovered sales tax must not be made public.  
CITIZENS PARTICIPATION: None.

12. The existing "Emergencies in the Library" policy was discussed. The existing policy, updated February 12, 2007, states that "In case of bad weather, the library will follow the same closing schedule as the Lake Travis Independent School District." The changes that Morgan McMillian proposed to this policy were discussed. Sharon Rogers made a motion to approve the changes. Alan Gober seconded the motion.  
CITIZENS PARTICIPATION: None. The No vote was 3 and Yes was 2, with Carol Black, PK Chatterjee and Nancy Pencsak voting No. The motion did not carry.

13. No Executive Session was held.

16. Closing: Future meetings: March 27, 2014 – 2:00 p.m.

17. Since there was no further business the meeting was adjourned at 3:43 p.m.

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