

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

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

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 February 27, 2014 minutes. PK Chatterjee 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.

6. Frank Black and Morgan McMillian gave a Building Committee report to the Board regarding existing projects still to be completed by contractor, Bartlett Cocke. Board discussion followed.

Construction Report – March 2014

Lighting --Most of the activity this past month has been concerned with repairs to items which are minor but continue to require attention for proper operations. It is particularly annoying that lighting issues continue to require repairs. For instance, during a visit by the Fire Marshall, it was found that the emergency EXIT signs were not operating in a safe manner. Bartlett Cocke our prime contractor and Sable Electric, the lighting subcontractor, have responded to these lighting concerns, but it is disappointing that the need for lighting repairs continues.

Roof Leaks – There has been no significant rain incidents recently, therefore the most recent roof repairs cannot be evaluated.

Hairline Cracks – External stucco --- Bartlett Cocke indicates they have chosen a subcontractor to repair the external walls. The latest information from B-C is a promise to apply (as a test panel) a covering within a few days, to a section of the external wall adjacent to the staff entrance.

AC Solar – They firm has not responded to their promise to provide a proposal to use solar cells for power augmentation.

Acoustics in Meeting Room – The Board at last month's meeting voted funds for a study of improving acoustics in the Library Meeting Room. Morgan and Alan met with BAi acoustic consultants at the Library. BAi has proposed several options for adding sound retardants. Detailed design and costs for the various options proposed by BAi will be developed.

CITIZENS PARTICIPATION: Diane Taylor commented that there was noise from the AC. Jean Dowdy commented that it was hard to hear in the side of the room where she was sitting.

7. Diane Taylor of the Friends Art Committee presented an amended Art Exhibit Policy. Discussion followed. Alan Gober made a motion to approve the amended policy. PK Chatterjee seconded the motion.

CITIZENS PARTICIPATION: None. The motion carried unanimously.

8. Bob Taylor from Sales Tax Assurance, the firm retained in October 2013 to determine if the District is receiving the correct revenue, discussed their present findings. Mr. Taylor handed out an extensive report on where the District's sales tax revenue comes from. STA found that 34 businesses were not correctly registered with State Comptroller's Office and these have been corrected.

At this time Sharon Rogers arrived.

STA routinely monitors new businesses and welcomes information about contractors that are doing commercial remodeling. STA has made the State Comptroller's Office aware of the error, on the Comptroller's site, in the description of the District's boundary.

The District Board assured Mr. Taylor that they want Sales Tax Assurance to correct any tax collections that are not in the District. STA has not found any.

CITIZENS PARTICIPATION: Jean Dowdy expressed her concerns about individuals and businesses in Briarcliff using the Spicewood address to avoid paying the proper sales tax.

9. Library Director's Report. Morgan McMillian stated that the library will receive a \$1,000 donation from the Pedernales Electric Cooperative. Each staff member is going to attend a day at the Texas Library Association Conference to be held in San Antonio, April 8-11, 2014.

In February, 950 people attended programs, a 103% increase from February 2012. Library Programs included Fencing Class, Abercorn Visit, Scouts, College Inroads, Balance Class and ACA Help. The door count was 7,669, an increase of 29%. The library currently has 9,816 active cardholder accounts, up from 7,809 in February 2012.

The Lake Travis High School Art Exhibit reception will be on Thursday, April 17, from 5-6 p.m. Student art will be displayed in the meeting room during April.

Travis county GIS coordinator David Shore has created an updated spreadsheet of all addresses currently in the library district. He is enlisting a map maker to provide us with an updated map.

CITIZENS PARTICIPATION: None.

10. Treasurer's Report. Mr. PK Chatterjee gave the treasurer's report. Sales Tax revenue for February was \$110,520, for March \$48,454.

Sharon Rogers made a motion to approve the Treasurer's Report. Alan Gober seconded the motion.

CITIZENS PARTICIPATION: Diane Taylor asked about the fee for Sales Tax Assurance.

The motion carried unanimously.

11. PK Chatterjee presented a new Investment Policy for Non Public Funds.

As Library Districts are required to approve their Investment Policy every year, Mr. Chatterjee made a motion to keep the existing Public Funds Investment Policy the same. Alan Gober seconded the motion.

CITIZENS PARTICIPATION: None. The motion passed unanimously.

PK Chatterjee made a motion to adopt the new Investment Policy for Non Public funds as submitted and amended. Alan Gober seconded the motion. CITIZENS PARTICIPATION: Diane Taylor asked what would happen if, due to price movement, investments in individuals stocks went over the 10% limit. PK Chatterjee said investments would be rebalanced. The motion passed unanimously.

PK Chatterjee made a motion to open an account at Charles Schwab with Non Public funds. Alan Gober seconded the motion. CITIZENS PARTICIPATION: None. The motion passed unanimously.

12. Alan Gober discussed a policy regarding emergencies in the library. Mr. Gober has attended a class on emergency procedures at the State Library. He is collecting information on emergency procedures in various libraries and will present a policy at a future meeting.

CITIZENS PARTICIPATION: Diane Taylor asked about defibrillator training. All library employees have had training in the use of the defibrillator.

13. Executive session:

Carol Black adjourned the meeting at 4:17 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 March 27, 2014 at 4:25 p.m.

14. At 4:26 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

16. Closing: Future meetings: April 24, 2014 - 2:00 p.m.
May 22, 2014 – 2:00 p.m.

17. Since there was no further business the meeting was adjourned at 4:28 p.m.

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