

**MINUTES OF LAKE TRAVIS COMMUNITY LIBRARY DISTRICT
BOARD OF TRUSTEES
June 9, 2008**

At 5:00 p.m., Vice President Sharon Rogers called to order, the seventy-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 Carol Black, Sharon Rogers, Nancy Pencsak, and Bob Johntz and PK Chatterjee. Attendees were Sarah Samson, Helen Kott and Sue Gilman.

The Pledge of Allegiance to the Flag of the United States of America and the Flag of the State of Texas were recited.

The first order of business was the signing of "Statements of Elected/Appointed Officers." Carol Black signed these statements as presented by Sue Gilman.

Next, Carol Black swore the Oath of Office administered by Sue Gilman. Sue Gilman stated that all candidates had submitted final Campaign Finance Reports. Carol Black thanked Sue Gilman for her performance of Election duties.

Nancy Pencsak, Board Secretary, asked for the approval of May 12, 2008 minutes. Sharon Rogers made a motion to approve the minutes as corrected. PK Chatterjee seconded the motion. The motion passed unanimously. Corrections were: "There was also discussion about a parcel of land along Highway 620 in the Bee Cave ETJ"

CITIZENS PARTICIPATION – On any topic not on the agenda: None.

PK Chatterjee presented the Treasurer's Report. The Library district has received 4 checks totaling \$961 from the IRS, as a refund for Federal Unemployment tax. Sharon Rogers made a motion to approve the treasurer's report. Bob Johntz seconded the motion. CITIZENS PARTICIPATION: None. The motion passed unanimously.

8. Bob Johntz presented the draft of the 2008-2009, which was discussed. Peter Hitt will put together a Capital budget for the architects. CITIZENS PARTICIPATION: None.

9. Bob Johntz presented the letter to the landlord regarding the option year in District's lease space contract. Bob Johntz made a motion to send this letter for the option year 2009-2010 on the contract. PK Chatterjee seconded the motion. This letter will be sent by August 3rd. CITIZENS PARTICIPATION: Helen Kott asked if the lease is in the 3rd year. The answer is yes. The motion passed unanimously.

10. Bob Johntz discussed research on the Library District Boundaries. The parcel on Highway 620 was drawn incorrectly on the map being prepared by the City of Austin Fire Department. The boundary was drawn incorrectly as a straight line; it is in fact a jagged line. The parcel of land on Highway 71 was in the ETJ of Bee Cave when the Village was incorporated.

Carol Black stated that at a meeting of the City of Lakeway ZAPCO on June 4, 2008, the commission approved releasing a section of the City's ETJ to Travis County. This parcel was located on the south side of Hwy. 71. It borders Hwy 71. CITIZENS PARTICIPATION: None.

11. Sharon Rogers gave a report on the Fund Raising Committee. It was noted that Perry Smith has resigned from this committee. Carol Black stated that the Fund Raising Committee has been waiting for the negotiations to begin on the transfer of land to the LTCLD. These negotiations may begin shortly. CITIZEN'S PARTICIPATION: None.

12. Library Director Sarah Samson's Report, see last two pages of minutes. CITIZEN'S PARTICIPATION: None.

13. Sarah Samson gave a report on the Programming Committee meeting that took place on June 3, 2008. Mrs. Samson, Helen Kott, and Jane Thomas visited the Manchaca Library and the Carver Library.
CITIZEN'S PARTICIPATION: None.

14. Carol Black discussed the construction and installation of a sign on the Tuscan Village donated property. The sign states, "Future Home of Lake Travis Community Library. Shannon Burke, Director of the City of Lakeway's Building and Development Services, gave design and installation approval. The sign will be approved at the July 2, 2008 meeting of ZAPCO. Mr. Burke stated that the LTCLD should have the sign made and it could then be installed after the approval. Stokes Signs has been retained to construct and install the sign. An installation presentation is planned for early July. CITIZENS PARTICIPATION: None.

15. At the next Board meeting, Sarah Samson will give a report on the Long Range Planning Committee meeting that took place on April 8, 2008. CITIZENS PARTICIPATION: None.

16. At the next Board meeting, PK Chatterjee will give a presentation on the appointment of a Building Committee to work with the architect during construction. Suggested members for this committee would be Peter Hitt, P.A. Penley, Frank Black, and Bob Johntz. Carol Black noted that this committee would be different from the Programming Committee that plans the details of the library.

17. Personnel Manual Section 25-Retirement Benefits must be changed to address action taken at the May 12, 2008 meeting.

"An IRS Section 457 Deferred Compensation Plan is available to employees. This is a mandatory tax deferred savings plan for full and part-time employees after 90 days of employment. Temporary employees are not eligible to participate in the plan. There are no matching contributions by the District."

Carol Black; stating that since the district has entered into an agreement with Nationwide Insurance for a 457 Deferred Compensation Plan for employees; made a motion to remove the word 'mandatory' in the Personnel Policy and offer the program to employees. Nancy Pencsak seconded the motion.

CITIZENS PARTICIPATION: Sarah Samson requested that, next year, the District consider matching contributions. The motion passed unanimously.

18. Carol Black discussed the land donation in Tuscan Village. At the June 4th meeting of the City of Lakeway's Zoning and Planning Commission, Mr. Haythem Dawlett stated to the commissioners that he is donating 1.66 acres to the library. After the meeting, Dr. Black spoke personally to Mr. Dawlett. He stated that the land to be donated has been appraised at \$750,000. Once the plat has been approved and recorded and the condo approved, he will donate the land. Mr. Dawlett stated that he has recently tried to contact our lawyer, Tom Buckle, regarding the land donation. Mr. Buckle was out-of-town. It was stated that Mr. Buckle has been notified of the future contact to be made.

CITIZEN'S PARTICIPATION: Helen Kott made the point that 'we' will be the owners of the building.

19. Carol Black discussed the contract negotiations with pro-forma architect, Jeff Bulla. After the June 4th ZAPCO meeting, Mr. Bulla was notified of the latest developments. He replied that he is a patient man and is use to the negotiations of a city. CITIZEN'S PARTICIPATION: None.

20. PK Chatterjee presented a revision to the official duties/responsibilities of Board officers. Board members discussed the revision.

21. Board officers discussed the need for a Board Workshop and what would be on the agenda.

22. President Carol Black adjourned the meeting at 7:50 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.

1. A discussion regarding the appointment, evaluation, reassignment and/or duties of an employee.

This closed session ended on June 9, 2008 at 9:00 p.m.

At 9:01 p.m., the Board of Trustees of the Lake Travis Community Library District reconvened to take action on any executive session item, if necessary. CITIZENS PARTICIPATION: None. No action was taken.

A discussion was held regarding future meetings of the Board of Trustees for the Lake Travis Community Library District. The next meeting will occur at 6:30 p.m. on July 14, 2008. Another meeting is scheduled for August 11, 2008 at 6:30 p.m.

Since there was no further business, the meeting was adjourned at 9:20 p.m.

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