

**MINUTES OF LAKE TRAVIS COMMUNITY LIBRARY DISTRICT
BOARD OF TRUSTEES
September 8, 2008**

At 5:00 p.m., President Carol Black called to order the seventy-seventh 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, Bob Johntz and PK Chatterjee. Attendees were Sarah Samson, Jean Dowdy, and Margaret McDermott.

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 August 11, 2008 minutes. PK Chatterjee made a motion to approve the minutes as corrected. Sharon Rogers seconded the motion. The motion passed unanimously.

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

CITIZENS PARTICIPATION: None.

5. Charlotte Windecker, representing Haythem Dawlett, gave a presentation on the condominium concept for the library in Tuscan Village. Questions were asked by Board members.

CITIZENS PARTICIPATION: None.

6 PK Chatterjee presented the Treasurer's Report. Sales tax revenue for August was \$50,243.00. Sharon Rogers made a motion to approve the treasurer's report. Bob Johntz seconded the motion. The motion passed unanimously.

CITIZENS PARTICIPATION: None

7. P K Chatterjee presented the draft of the 2008-2009 budget. A discussion followed. It was pointed out that 2 months worth of expenses, plus \$18,000 for possible election expenses, will be maintained in the Reserve Operating Budget. Sharon Rogers made a motion to approve the 2008-2009 Lake Travis Community Library District Budget. PK Chatterjee seconded the motion. The motion passed unanimously.

CITIZEN'S PARTICIPATION: None.

8. Sharon Rogers gave a report on the Fund Raising Committee. Members of the Committee will visit The Long Center in Austin. Their next meeting will be after September 16th.

CITIZEN'S PARTICIPATION: None.

9. Library Director's Report: see attached.

CITIZENS PARTICIPATION: None.

12. Sarah Samson introduced a discussion on the Collection Development Policy-Weeding. All Board members in their mailboxes had received a document entitled, "The Non-Fiction Project" by employee Mary Jo Finch. This document was discussed. The Board asked Mrs. Samson to thank Mrs. Finch for her extensive research, and assure her that the Board had discussed the document in detail.

CITIZENS PARTICIPATION: None.

10. Sarah Samson discussed the need to purchase a safe to hold monies received and valuable equipment. Information on this purchase was given to the Board.

CITIZENS PARTICIPATION: None.

11. At the August 11, 2008 meeting of the Board it was noted that because the library district is expending state funds, it is the law that we keep inventory records of capital items. Additionally, because of theft, police officers will ask for information regarding stolen items. Sarah Samson discussed the completed equipment inventory and the procedures followed and provided a very extensive print-out of the inventory. She was thanked by the Board for her very detailed efforts on this project.

CITIZENS PARTICIPATION: None.

13. Bob Johntz gave a status report on deferred compensation for employees. The third party administrator for Nation Wide Insurance is in the process of establishing a relationship with Wells Fargo, the bank that handles the District payroll.

CITIZEN'S PARTICIPATION: None.

14. Carol Black discussed the land donation in Tuscan Village. Library Director Sarah Samson, Mrs. Sharon Rogers, Mr. Peter Hitt, Mrs. Glenda Foreman, and Dr. Carol Black attended a meeting with Mr. Haythem Dawlett on August 28th. Attendees were able to examine detailed drawings of the Tuscan Village Project. It was noted that the District would probably be able to have a library of only 15,000 sq. ft. This means a footprint of only 10,000 sq. ft. will be permitted because of needed impervious cover. The parking lot is not subject to change because of major drainage pipes running underneath.

Mr. Dawlett gave the District permission to contact Ms. Jennifer Paisley, Mr. Dawlett's engineer. A telephone discussion between this engineer and Carol Black clarified a question as to a parking lot extension that was not needed.

Mr. Dawlett requested that we go ahead and contact the District's architect to begin drawing the library plans. A deed, as yet, is not forthcoming. As Mr. Dawlett and the District use the same lawyer, he stated that we could probably waive the "conflict of interest" issue and proceed. A discussion followed. It was decided that the District needs to retain a separate lawyer.

CITIZENS PARTICIPATION: None.

15. Carol Black discussed emails and conversations with Jeff Bulla, pro-forma architect. After the meeting with Mr. Haythem Dawlett, Carol Black notified Mr. Bulla that we could proceed on a contract between the District and him. The District's lawyer, Ms. Illyse Lerner, could not be reached by email or telephone to continue contract negotiations with our architect. It was not until Tuesday, September 2, that Ms. Lerner returned from her vacation. She stated that Section 2.1.2 of our contract "will allow you to proceed with the project on a phase-by-phase basis so that you do not have to proceed past the schematic phase if you so elect." "Also, under Sections 8.4 and 8.5 of the draft contract, the District may terminate the contract without cause upon 7 days written notice." This protects the District if we encounter any more delays. As a District meeting was scheduled on September 8th, Carol Black asked that Mr. Bulla wait until after that date for further negotiations. He agreed to this delay. Additionally, Mr. Bulla was given the name of Mr. Dawlett's engineer to be able to receive the drawings from her. The District's representative, Peter Hitt, is in contact with Mr. Bulla.

PK Chatterjee recommended that the District wait until the District has the deed to proceed with the complete architectural contract. He asked that partial tasks with partial payments be investigated with a sum not to exceed \$5,000. The Board agreed to this investigation and procedure.

CITIZENS PARTICIPATION: None.

16. Carol Black has contacted Mary Whitaker regarding chairing the Long Range Plan Review Committee. She agreed to chair this committee. PK Chatterjee made a motion to form a Long Range Plan Review Committee. Sharon Rogers seconded the motion. The motion passed unanimously.

CITIZENS PARTICIPATION: None

17. Bob Johntz discussed the Library District Boundaries. Mr. Johntz has met with the Bee Cave interim City Manager. It appears that the Texas State Comptroller's office was misreading maps of the LTLD boundaries. This error has been brought to their attention.

18. President Carol Black adjourned the meeting at 7:37 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 September 8, 2008 at 7:43 p.m.

At 8:12 p.m., President 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.

Comments by Board Trustees:

1. President Carol Black noted the need for all staff and Board members to review the District's Policy on email communication.

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 6:00 p.m. on October 13, 2008. Another meeting is scheduled for November 10, 2008 at 6:00 p.m.

Since there was no further business the meeting was adjourned at 8:15 p.m.

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