

**MINUTES OF LAKE TRAVIS COMMUNITY LIBRARY DISTRICT
BOARD OF TRUSTEES
October 13, 2008**

At 6:30 p.m., President Carol Black called to order the seventy-ninth 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, Joyce Champeny, Jon Champeny, Peter Hitt and Helen Kott.

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

Nancy Pencsak, Board Secretary, asked for the approval of September 8, 2008 minutes. Bob Johntz made a motion to approve the minutes as presented. PK Chatterjee seconded the motion. The motion passed unanimously.

Nancy Pencsak, Board Secretary, asked for the approval of September 19, 2008 minutes. PK Chatterjee made a motion to approve the minutes as presented. Bob Johntz seconded the motion. The motion passed unanimously.

4. Joyce Champeny made a presentation to the Library District of a gift of \$50,000, toward the construction of a new library, in honor of her grandchildren.

At 6:05, a brief recess for pictures and refreshments.

At 6:15, President Carol Black reconvened the meeting.

5. CITIZENS PARTICIPATION –pertaining to any topic not on the agenda. None.

CITIZENS PARTICIPATION: None.

6. As the Board voted to engage pro-forma architects for professional architectural services for an initial programming trip for the proposed library, Carol Black signed a proposal from the architect in the amount of \$3,200 plus expenses. Mr. Peter Hitt spoke to the meetings with Mr. Jeff Bulla and his associate, Philip Jones, our pro-forma architects. Mr. Haythem Dawlett was not available on September 30th, but they did meet with the engineer of the project, Jennifer Paisley. Additionally, a meeting was held with the Friends of the Library, Staff, and members of the community. The architects made note of suggestions from this group in this two-hour meeting. After this meeting, the architect met with the Programming Committee and Shannon Burke, head of the City of Lakeway's Building and Development Services. The detailed Tuscan Village plans were examined. Additionally, Mr. Bulla encouraged us to sign the total contract, because we could stop any time, and it would help them in further negotiations with Mr. Dawlett.

Carol Black reminded the Board that our lawyer has stated that Section 2.1.2 of our proposed architectural 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. The Board did not approve further negotiations with pro-forma architects.

CITIZENS PARTICIPATION: None.

7. Carol Black discussed the Programming Committee's meetings. A meeting was held with the architects Jeff Bulla and Philip Jones after the September 30th Friends meeting. Mr. Bulla suggested that the committee meet and look at the suggestions from the Friends, staff, and community citizens. Any revisions to our programming document would then be sent on to Mr. Bulla. On Wednesday, October 8th, the committee met to do just that. They had received a recommendation from Peter Hitt to see if the committee

could live with a 12,000 sq. ft. one-story building. Mr. Hitt will meet with Mr. Dawlett to discuss the possibility of 12,000 sq. ft. one-story building.

CITIZENS PARTICIPATION: None.

8. PK Chatterjee presented the Treasurer's Report. The sales Tax revenue for October was \$37,700. Bob Johntz made a motion to approve the treasurer's report. Nancy Pencsak seconded the motion. The motion passed unanimously

CITIZENS PARTICIPATION: None.

9. PK Chatterjee presented a revision of our Fiscal Controls Policy. A discussion followed with input from Board members. A final draft of the Fiscal Controls Policy will be presented at the November Board meeting

CITIZENS PARTICIPATION: None.

10. Bob Johntz discussed the contract negotiations with the owner of the shopping center as the District has a rental contract in place to house the present library. We are in the last three months of our 1st three-year lease. We will soon begin the first 1-year extension. The second 1-year extension will end in 2011. There was discussion involving other suitable locations within the shopping center.

CITIZENS PARTICIPATION: None.

11. Bob Johntz gave a status report on deferred compensation for employees. The contract with Simpkins has been signed and NationWide is the investment advisor.

CITIZENS PARTICIPATION: None.

12. Bob Johntz discussed the Library District Boundaries. Bee Cave Annexation ordinance number 07-08-14-A (parcels T.C.R.R. Co. Survey 181 Abstract 2259 and C. Wolfe survey 182 Abstract 2525) is outside the Bee Cave ETJ as defined in 2004 and is within the Lake Travis Community Library District's boundaries. The Comptroller's letter of May 19, 2008 outlines the process that will be in effect to process sales tax receipts in this "combo" area.

CITIZEN'S PARTICIPATION: None.

13. Sharon Rogers gave a report on the Fund Raising Committee.

CITIZEN'S PARTICIPATION: None.

14. Library Director's Report: see attached.

CITIZENS PARTICIPATION: None

15. Sarah Samson discussed the email policy discussions with library staff. All emails from the library director and staff should contain the disclosure statement from the District's Policy Manual.

CITIZENS PARTICIPATION: None.

16. As the State Library has placed restrictions on Interlibrary Loan requests, Sarah Samson discussed what the LTCL must do. There is no need for action at this time.

CITIZENS PARTICIPATION: None.

17. Sarah Samson proposed changes to the Collection Development Policy to include a Texana Collection. Bob Johntz made a motion to approve the changes to the Collection Development Policy. Sharon Rogers seconded the motion. The motion passed unanimously.

CITIZENS PARTICIPATION: None.

18. Sarah Samson informed the Board of the renewal of the website Domain name for 3 years, and noted that the name is now 'private', in order to reduce 'spam'.

CITIZEN'S PARTICIPATION: None.

19. Carol Black stated that the library had still not received a deed for the library land in Tuscan Village.

CITIZENS PARTICIPATION: None

20. Mary Whitaker, chair of the Long Range Plan Review Committee has made the suggestion that the original members of the Long Range Planning Committee be invited to serve on the Review Committee.

21. Adjourn the meeting at 8:39 p.m. to go into Executive Session for two agenda items.

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

Agenda Item #2: The Board of Trustees will meet in Executive Session as permitted under the Texas Open Meetings Act, Government Code 551.072 – Deliberations Regarding Real Property, to deliberate the purchase, exchange, lease or value of real property if deliberation in an open meeting would have a detrimental effect on the position of the governmental body in negotiations with a third person.

1. Search for library site.

This closed session ends on October 13, 2008 at 9:47 p.m.

22. At 9:48 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.

CITIZENS PARTICIPATION: None.

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 November 10, 2008. Another meeting is scheduled for December 8, 2008 at 6:30 p.m.

Since there was no further business the meeting was adjourned at 9:49 p.m.

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