

**MINUTES OF LAKE TRAVIS COMMUNITY LIBRARY DISTRICT
BOARD OF TRUSTEES
November 10, 2008**

At 6:30 p.m., President Carol Black called to order the eightieth 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 Botta, and Peter Hitt.

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 October 13, 2008 minutes. PK Chatterjee made a motion to approve the minutes as read. Bob Johntz seconded the motion. The motion passed unanimously.

4. CITIZENS PARTICIPATION – Any topic not on the agenda. None.

CITIZENS PARTICIPATION: None.

5. Mr. Peter Hitt spoke to the Board about meetings with Mr. Haythem Dawlett and Carol Black on Thursday, November 6th.

1. The Library Board has agreed to reduce the area for the library from 15,000 SF to 12,100 SF.
2. This reduces the required parking by 10 spaces giving us more land with which to work.
3. The Library Board also has agreed that a one-story building would be preferable over a two-story building. This would allow the building to be phased, if necessary, for financial reasons.
4. A revised program has been developed and attached.

After hearing the new program requirements, Mr. Dawlett agreed that a one-story building could be designed on the location currently indicated on the site plan. His suggestions are as follows:

1. He will move the pond back giving us more room to the south. Mr. Dawlett worked to redraw the boundaries extending one end of the building closer to the retention pond. This meant being able to move the edge of the pond by digging the pond deeper in the middle. The dumpster site would be moved to another location.
2. We can move the truck loading area so it won't interfere with the library's expanded footprint to the south.
3. Although we could remove the 10 parking spaces to the north, he would prefer they be kept where they are. However, he said that if that area was absolutely necessary, he might be willing to relinquish some or all of those spaces.
4. There is also a possibility that the power lines might be moved giving us more land toward Lohman's Crossing.

CITIZENS PARTICIPATION: Jean Dowdy and Joyce Botta voiced their opinion that the Board should not proceed any further with the architect until Mr. Dawlett's loan is approved.

6. Mr. Peter Hitt spoke about a conversation with our architect, Mr. Jeff Bulla. Mr. Bulla has been provided information on the changes to the square footage of the library. pro-forma architecture has provided Meeting Notes from the 3 meetings held with the LTCL Planning Committee; with the Tuscan Village Developer's staff; and with the Friends of the LTCL. A Board discussion took place as to when to sign the full contract with proforma architect.

CITIZENS PARTICIPATION: None.

7. At the December Board meeting, Mr. Gary Davis will give a presentation about our annual financial audit.

CITIZENS PARTICIPATION: None.

8. A discussion was held on the Management Discussion and Analysis of the 2007-2008 Financial Audit. Sharon Rogers made a motion to approve the Management Discussion and Analysis of the 2007-2008 Financial Audit. PK Chatterjee seconded the motion. The motion passed unanimously

9. Action will be taken on the financial audit at the December meeting.

CITIZENS PARTICIPATION: None.

10. Carol Black discussed the October 16, 2008 Programming Committee meeting. Another analysis was made of program needs because the October 8th meeting did not meet the desired square footage that the Board felt we could afford. Areas were refigured and the final result was a one-story 12,100 sq. ft. building. This was found to be more economical than a two-story 15,000 sq. ft. building.

CITIZENS PARTICIPATION: None.

11. PK Chatterjee presented the Treasurer's Report. Sales tax revenue for October was \$37,600. Sharon Rogers made a motion to approve the treasurer's report. PK Chatterjee seconded the motion. The motion passed unanimously. Bob Johntz said that in reviewing invoices from the Texas Municipal League, he found that the option to cover volunteers was checked "No", even though the Board had sent a letter to TML authorizing such coverage. Officials at TML said they had not received the letter, but stated, "This will be a covered item".

Last year was the first year for the District to send out IRS Form 1099, to library vendors. The Board has received an IRS Notice CP-2100A, pointing out that the W-9 provide to the District by our landlord, Lohman's GM, LLC, does not match the records of the IRS. Mr. Wayne Goldstein, of Lohman's GM, LLC has provided the district with a corrected W-9. Therefore it will not be necessary for the District to withhold 28% of our payments to Lohman's GM, LLC.

CITIZENS PARTICIPATION: None.

12. P K Chatterjee presented a revision of our Fiscal Controls Policy. A discussion followed. Nancy Pencsak made a motion to approve the revision to the Fiscal Controls Policy, including the additions suggested by Carol Black. Bob Johntz seconded the motion. The motion passed unanimously.

CITIZENS PARTICIPATION: None.

13. 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. Sharon Rogers made a motion to have Bob Johntz investigate the possibility of the library utilizing space in the rear of the medical clinic next door to the library. PK Chatterjee seconded the motion. The motion passed unanimously.

CITIZENS PARTICIPATION: None.

14. Bob Johntz gave a status report on deferred compensation for employees. The plan design is for the IRS 457 program that will be installed January 1, 2009. The Plan is with Nationwide, and is administered by Simpkins & Associates in Dallas. New employees, who get a regular paycheck, will be eligible to participate after 6 months of employment. Bob Johntz made a motion to approve the Plan Design and Investment Options. Sharon Rogers seconded the motion. The motion passed unanimously.

CITIZEN'S PARTICIPATION: None.

15. The Fund Raising Committee has not met since the last Board meeting.

CITIZEN'S PARTICIPATION: None.

16. The Board discussed the Patron Regulations Policy specifically the clause, "consuming alcoholic beverages in the library." To serve alcoholic beverages at an event, held in the City of Lakeway, the City requires a form to be submitted along with information regarding 1. What is taking place, 2. Why we are holding this event, 3. What we are going to do, and 4. The time of the event. Other food and drink matters were also discussed. No action was taken.

CITIZEN'S PARTICIPATION: None.

17. Library Director's Report See attached.

CITIZENS PARTICIPATION: None.

18. Sarah Samson discussed further email policy discussions with library staff. The staff has all signed off after reading the email policy. Personal staff emails addressed to the Board or to other staff members should also contain the disclaimer notice.

CITIZENS PARTICIPATION: None.

19. At the last meeting of the Board, Mary Whitaker, chair of the Long Range Plan Review Committee made the suggestion that former members of the Long Range Plan Committee serve on the Review Committee. These members have agreed to serve: Mary Whitaker, PK Chatterjee, Margaret McDermott, and Sarah Sampson. Carol Black made a motion to approve the members of the Long Range Plan Review Committee. PK Chatterjee seconded the motion. The motion passed unanimously.

20. President Carol Black adjourned the meeting at 8:34 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 November 10, 2008 at 9:30 p.m.

21. At 9:31 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. No Action was taken.

22. Comments by Board Trustees:

1. The Board received a statement from our lawyer Neil Hardin, for his services at the September 19, 2008 meeting.

23. 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 December 8, 2008. Another meeting is scheduled for January 12, 2008 at 6:00 p.m.

Since there was no further business the meeting was adjourned at 9:32 p.m.

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