

**MINUTES OF LAKE TRAVIS COMMUNITY LIBRARY DISTRICT  
BOARD OF TRUSTEES  
December 14, 2009**

At 4:00 p.m., President Carol Black called to order the ninety-eighth 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, Nancy Pencsak, and Bob Johntz. Sharon Rogers arrived at 5 p.m. Absent member was P.K. Chatterjee. Attendees were Jean Dowdy, Sue Gilman, Valerie Lieble, and Morgan McMillan. Gary Davis arrived at 5:15 p. m.

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 November 21, 2009 minutes. Bob Johntz made a motion to approve the minutes. Carol Black seconded the motion. The motion passed unanimously.

Citizens Participation any topic not on the agenda: Valerie Lieble, Secretary of the Friends of the Lake Travis Community Library announced the Friends have pledged \$80,000, within no more than 3 years, to the Capital Campaign.

5. Sue Gilman presented the calendar for the May 8, 2010 Board Trustee election.  
Citizens Participation: None.

\*7. Carol Black discussed the request by pro-forma architects, which involved the professional liability insurance involving pro-forma architecture, King Engineering, and the LTCLD. Bob Johntz volunteered to seek more information from Jeff Bulla about the liability insurance. Citizens Participation: None.

\*9. Bob Johntz presented the Treasurer's Operational Report only. November sales tax receipts were \$35,965. December receipts are \$37,594. Citizens Participation: None. Nancy Pencsak made a motion to approve the treasurer's report. Bob Johntz seconded the motion. The motion passed unanimously

\*11. Morgan McMillan presented the Library Director's Report. Citizens Participation: Valerie Lieble asked if the library has a defibrillator. The defibrillator is near the circulation desk. Bob Johntz made a motion to give a \$200 bonus to each of the 4 staff members. Nancy Pencsak seconded the motion. The motion passed unanimously

\*12. Morgan McMillan discussed the Library's Long Range Plan, which was adopted on 2008. CTLS recommends revisiting long range plans every year. Citizens Participation: None. Nancy Pencsak made a motion to form a Long Range Planning Committee composed of 6 members. Bob Johntz seconded the motion. The motion passed unanimously. PK Chatterjee, Margaret McDermont, Morgan McMillan, and Mary Whitaker will be invited to serve on the committee; a member of the staff and a member of The Friends will also be named to the committee.

\*6. Carol Black began a discussion as to what had been happening with the plans for the new library and why the architect Jeff Bulla was not attending this Board meeting.

On November 12<sup>th</sup>, the architects, Morgan McMillan, Carol Black, and Peter Hitt met with Haythem Dawlett to get his approval of the schematic drawings of the new library. He gave an enthusiastic approval suggesting a minor change for more stone on the exterior walls. This was agreed to and attendees agreed that stone should come up to the top of the windows on the exterior walls. The architects then met in a Board work session with the Board, Library Staff, Friends of the Library, and interested persons to present and discuss the schematic drawings of the new library. The consensus was an overwhelming approval from all groups. Cost seemed to be the major factor.

On November 21, 2009, Jeff Bulla met with the Board to present a scaled down version of the library that would meet the budget needs of the District. At this time, Sharon Rogers discussed her experiences with a flat roof. The Board voted and approved the floor plan of the schematic design that was presented by Mr. Bulla. Mr. Bulla was to visit with the City of Lakeway to investigate the code on flat roofs before any Board decision was made on approving the exterior schematic design.

At a Tuscan Village Party on December 2, 2009, Mr. Dawlett approached Board members Nancy Pencsak and Carol Black to say he had some issues with the exterior design not looking like his Village. Carol Black told Mr. Dawlett that he needed to contact the Board's architect to discuss this matter. She stated that she would send him pro-forma contact information. This she did early the next day by phone message and email. On Monday, Dec. 7<sup>th</sup>, Carol Black contacted an employee of Mr. Dawlett's to emphasize the importance of contacting the architect before Mr. Bulla made a trip to Austin the following Monday. This Mr. Dawlett did on Tuesday, the 8<sup>th</sup>. Mr. Dawlett was to get back to Mr. Bulla after reviewing web sites and other plans.

On Thursday, Dec. 10<sup>th</sup>, Carol Black visited Lakeway City Hall to pick up some materials and was told that Mr. Dawlett was out-of-town. Thus, it would have been a waste of time for the architects to make a trip to Austin on Monday the 14<sup>th</sup> without Mr. Dawlett's input.

Bob Johntz requested that Carol Black maintain contacts with Haythem Dawlett, and the architect Jeff Bulla, to see that design issues with the City of Lakeway are resolved.

The Building Committee composed of Frank Black, Peter Hitt, Bob Johntz, Morgan McMillian, and P. A. Penley needs to begin meeting. Citizens Participation: None.

\*10. Sharon Rogers announced that the Fund Raising Committee would meet in January 2010. The Committee has received a \$1000 pledge from James and Pat Alexander of Lakeway; and a \$10,000 pledge, over three years, from Tom and Sharon Rogers of Lakeway. Citizens Participation: None.

\*8. Gary Davis of West Davis Co. presented the 2008-2009 Financial Audit.

Citizens Participation: None.

Bob Johntz made a motion to approve the 2008-2009 Financial Audit conducted by West Davis Co., subject to the Washington Mutual address correction. Sharon Rogers seconded the motion. The motion passed unanimously.

There were no Executive sessions.

A discussion was held regarding future meetings of the Board of Trustees for the Lake Travis Community Library District. The next meeting will be at 6:00 p.m. on January 11, 2009. Another meeting is scheduled for February 8, 2009 at 6:00 p.m.

Since there was no further business the meeting was at 6:01 p.m.

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