

**MINUTES OF LAKE TRAVIS COMMUNITY LIBRARY DISTRICT
BOARD OF TRUSTEES
February 8, 2010**

At 6:00 p.m., President Carol Black called to order the one hundredth 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 PK Chatterjee. Absent board Member was Bob Johntz. Attendees were Karen Ballinger, Jean Dowdy, Sue Gilman, Brian Gordon, Morgan McMillan, and Diane Taylor.

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 January 11, 2010 minutes. Sharon Rogers made a motion to approve the minutes. PK Chatterjee seconded the motion. The motion passed unanimously.

4. Recognize the employment and resignation of Karen Ballinger. Board President Carol Black praised Ms Ballinger as an excellent employee, who will be sorely missed.

5. CITIZENS PARTICIPATION: None.

6. Sue Gilman discussed the May 8, 2010 election. Ms Gilman pointed out that the drawing for Places on the Ballot, for the May 8th General Election will be held on March 15, 2010 at 5:30 p.m. Sharon Rogers made a motion to change the March meeting date from March 8th to March 15th, to accommodate the election schedule. PK Chatterjee seconded the motion. CITIZENS PARTICIPATION: None. The motion passed unanimously.

10. Brian Gordon, CPA, of MuniServices presented information on the services their firm could provide in the collection of sales tax. The firm offers for \$3500, a 1-year contract, providing a quarterly report on the compliance of businesses, or Information/Discovery of businesses not in compliance. For \$8,000 to \$12,000 per provider, they will investigate trash collection companies, and telecommunication providers. MuniServices has provided services to the cities of Austin, Georgetown, New Braunsfel and Taylor, and to The Dripping Springs Library District.

CITIZENS PARTICIPATION: Diane Taylor asked a question about the collection of monies from a business, after an Audit by the State Comptroller. The audited business must remit any back sales taxes to the Comptroller.

Jean Dowdy asked if back taxes come out of a businesses' profits. Yes.

7. PK Chatterjee presented the Treasurer's Report. Sales Tax Receipts for January were \$26,662.00. Mr. Chatterjee pointed out that this tax was collected in November 2009. Nancy Pencsak made a motion to approve the treasurer's report. Sharon Rogers seconded the motion. CITIZENS PARTICIPATION: None. The motion passed unanimously

8. Carol Black presented an addendum to Jeff Bulla's architect's contract. This was a "Change in Service Agreement No. 1 – Increase in Project Size." Mr. Jeff Bulla presented this on January 29, 2010. This was a request for a fee increase related to the increase in scope, due to the increased size of the building. PK Chatterjee made a motion to increase Mr. Bulla's fees to reflect an increase in project size from 9,663 square feet to 11,000 square feet. Sharon Rogers seconded the motion. Thus Carol Black was authorized to sign Mr. Bulla's contract. It was noted that the number of square feet should be verified. CITIZENS PARTICIPATION: None. The motion passed unanimously.

9. PK Chatterjee presented a request to change the accounting year. Mr. Chatterjee made a motion that the accounting year be changed from September 1st through August 31st to July 1st through June 30th. Nancy Pencsak seconded the motion. CITIZENS PARTICIPATION: None. The motion passed unanimously.

11. Carol Black gave a report on the meeting that Peter Hitt and she attended with Haythem Dawlett and Jim Lavender (Mr. Dawlett's architect) on January 28, 2010. Dr. Black and Mr. Hitt were seeking approval of the latest schematic drawings from Jeff Bulla. The tower elements were still an issue with Mr. Dawlett. Thus, Dr. Black and Mr. Hitt proposed that the tower be eliminated. Mr. Dawlett agreed to this waving the PUD requirement "integrated tower elements." Dr. Black asked if the change would be a problem with the city. He stated, "No."

Earlier in the day Dr. Black emailed Kristin Deloney of Legend Communities Inc. that she would pick up the Library Condo requirements that were to be ready in January. Mr. Dawlett stated that he had had a request that day to pay \$5,000 to have these requirements developed. Thus, the condo information has not been received. Also, the deed to the land on which to build the library has not been received. CITIZENS PARTICIPATION: None.

12. Carol Black presented pro-forma architecture, inc's revised exterior schematic design of the new library building. There are no flat roofs. There is no tower on the building. Sharon Rogers made a motion to approve the pro-forma architecture, inc. exterior schematic design. PK Chatterjee seconded the motion. CITIZENS PARTICIPATION: None. The motion passed unanimously.

13. Carol Black stated that the next phase for the architect was design development. This was discussed. Nancy Pencsak made a motion to give approval to pro-forma architecture, inc. to proceed with design development. PK Chatterjee seconded the motion. CITIZENS PARTICIPATION: None. The motion passed unanimously.

14. Sharon Rogers gave a report on the Fund Raising Committee. There will be applications for Large Grants and for Small Grants. A consultant from Pedernales Electric Coop has offered assistance in grant writing. A UT library student has offered to write a grant application as part of a class project. There will be "In-home Parties", the first, in March; and a Gala in the Fall. Morgan McMillian presented a promotional film of Tuscan Village units; showing the possibility of using this kind of presentation to promote the new library construction. Next the Board viewed the Fund Raising Committee's Power Point presentation; to which the Board suggested changes. CITIZENS PARTICIPATION: Diane Taylor pointed out the need to keep the "Naming Opportunities" list up to date.

15. Morgan McMillian presented the Library Director's Report. CITIZENS PARTICIPATION: None.

16. Carol Black, Nancy Pencsak, and Sharon Rogers discussed the meeting, at the Laura Bush Library, of members of the Library Districts of Texas. Programs on Record Management and on the Securing of Volunteers were presented. Methods of marking records for retention were of interest to the LTCLD. At the CTLS Membership Meeting, Nancy Pencsak was honored as the Library Board Member of the Year. The LTCLD Board echoed congratulations.

CITIZENS PARTICIPATION: None.

17. Morgan McMillian discussed the Library's Long Range Plan. A meeting of this committee is planned in the near future.

CITIZENS PARTICIPATION: None.

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 March 15, 2010. Another meeting is scheduled for April 12, 2010 at 6:00 p.m.

Since there was no further business the meeting was adjourned at 8:50 p.m.

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