

**MINUTES OF LAKE TRAVIS COMMUNITY LIBRARY DISTRICT  
BOARD OF TRUSTEES  
May 10, 2010**

At 6:00 p.m., President Carol Black called to order the one hundredth and third 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 Morgan McMillian, Sue Gilman and Jean Dowdy.

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 April 12, 2010 minutes. Sharon Rogers made a motion to approve the minutes. Bob Johntz seconded the motion. The motion passed unanimously.

4. CITIZENS PARTICIPATION: None.

5. Sue Gilman had the newly elected Board members sign the "Statements of Elected/Appointed Officers."

6. Sue Gilman administered the oath of office to Nancy Pencsak, PK Chatterjee, and Carol Black.

7. An election of officers for the LTCLD was held for the 2010-2011 year.

Carol Black was nominated for President

Sharon Rogers was nominated for Vice-President

Nancy Pencsak was nominated for Secretary

PK Chatterjee was nominated for Treasurer

Bob Johntz was nominated for Coordinator of Library Operations and Human Resources.

Nancy Pencsak made a motion to elect the so nominated candidates for office in the 2010-2011 year. PK Chatterjee seconded the motion. The motion carried unanimously.

8. PK Chatterjee presented the Treasurer's Report. Sales Tax revenue for April was \$26,197.00. Sue Gilman has been very helpful in preparing financial reports. Mr. Chatterjee will send Requests For Proposals for construction loans to area banks. There is a possibility of an Inter-Local Agreement with the City of Lakeway for a Bond Issue.

CITIZENS PARTICIPATION: None.

Sharon Rogers made a motion to approve the treasurer's report. Nancy Pencsak seconded the motion. The motion passed unanimously

9. Carol Black discussed the Building Committee's meeting on Tuesday, April 13, 2010. This meeting was held with pro-forma architect, Jeff Bulla, to go over the design development plans.

Dave Benson, Frank Black, Peter Hitt, Morgan McMillian, P. A. Penley, and Carol Black attended this meeting. Frank Black and P.A. Penley are Co-Chairs of this committee. The committee went over the details of the plans. Changes were made that added or deleted items on the plans. The architect was to check with Tuscan Village on landscape, road plans and utilities.

CITIZENS PARTICIPATION: None.

10. PK Chatterjee discussed the proposed budget for FY July 1, 2010 – June 30, 2011. The budget is to be approved at the June meeting.

CITIZENS PARTICIPATION: None.

11. PK Chatterjee discussed his meeting with City of Lakeway officials on the Collection of Sales Tax. The City of Lakeway has engaged the services of an individual to find businesses that are not remitting the correct amount of sales tax to the city. Mr. Chatterjee recommends not engaging the services of MuniServices, at this time.

CITIZENS PARTICIPATION: None.

12. Sharon Rogers gave a Fund Raising Committee update. The goal of the next Party, to be held in June, is \$100,000.00. There is a plan to ask vendors to donate back to the district 10 percent of library purchases. There is the possibility of an etched glass wall to honor donors. A list of donors is being prepared, that can be displayed at fund raising parties and also in the library.

CITIZENS PARTICIPATION: None.

13. Morgan McMillian presented the Library Director's Report. She stated that the Annual Report was mailed to the State Library.

CITIZENS PARTICIPATION: None.

14. Carol Black discussed the planned meeting with Neil Hardin, our lawyer, on May 12, 2010. The Board will go over the details of the Draft of the Dedication Agreement and the Declaration of Condominium Regime from Legends Communities. The Board will then have to meet with Mr. Dawlett and his lawyer to go over the documents.

CITIZENS PARTICIPATION: None.

15. Morgan McMillian discussed the Library's Long Range Plan. The Committee will be meeting later this month.

CITIZENS PARTICIPATION: None.

Executive sessions:

Carol Black adjourned the meeting at 7:55 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, employment, 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 551.073 – Deliberations about Gifts and Donations, to deliberate a negotiated contract for a prospective gift or donation if deliberation in an open meeting would have a detrimental effect on the position of the governmental body in negotiations with a third person.

- a. Discuss Draft of Dedication Agreement from Legends Communities
- b. Discuss Declaration of Condominium Regime for Tuscan Village Master Condominiums.

This closed session ended on May 10, 2010 at 8:17 p.m.

At 8:18 p.m., 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.

Comments by Board Trustees:

1. Bob Johntz announced that the library now has a good clean W-9 file for vendors.
2. A letter has been sent to Gary Davis, of West, Davis & Company, requesting their engagement letter to begin the annual audit process.

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 5:00 p.m. on May 12, 2010. Another meeting is scheduled for June 14, 2010 at 6:00 p.m.

Since there was no further business the meeting was adjourned at 8:24 p.m.

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