

MINUTES OF LAKE TRAVIS COMMUNITY LIBRARY DISTRICT
BOARD OF TRUSTEES

January 26, 2023 289th MEETING

1. At 3:30 p.m. Sharon Rogers called to order the meeting of the Trustees of the Lake Travis Community Library District. The meeting was held at the Lake Travis Community Library. Board Members present were Sharon Rogers, Alan Gober, Amy Holland, Tom Seidenstricker, and P.K. Chatterjee. Library Director Morgan McMillian, Raj Kamat and attorney Hunter Hudson were also present. Nancy Pencsak was linked in via ZOOM.
2. The Pledge of Allegiance to the Flag of the United States of America was recited.
3. Sharon Rogers asked for the approval of the December 15, 2022 minutes. P.K. Chatterjee noted some grammatical corrections, then motioned approval as revised. Alan Gober seconded the motion. Citizens Participation: None. The motion passed unanimously.
4. Citizens Participation: None.
5. Willatt & Flickinger Engagement Letter: P.K. Chatterjee moved to approve the engagement letter and Tom Seidenstricker seconded the motion. Citizens Participation: None. The motion passed unanimously.
6. Plans to Develop Additional Facility: Morgan McMillian reported that the closing occurred on January 13, 2023 with two amendments: 1) the mold inspection will be completed within 60 days and 2) the surplus furniture and kitchen equipment is the responsibility of the seller, and the Library District has received a \$25,000 credit and will receive 40% of the proceeds of sales of equipment above \$25,000 sold within 90 days.

P.K. Chatterjee reported on his Summary of Findings and Raj Kamat reported on her Branch Program Plan, copies of both attached. After some discussion of each, it was noted that it would likely take 3-4 months to complete a plan and then 6 months to execute it.

Amy Holland made a motion to form a New Building Committee of Sharon Rogers, Chairperson, P.K. Chatterjee, Morgan McMillian and Raj Kamat, for the purpose of making decisions about the new facility, subject to Library District Board Approval, as appropriate. Tom Seidenstricker seconded the motion. Citizens Participation: None. The motion passed unanimously.

7. Discuss and/or act on RFQs: P.K. Chatterjee reported that he would like to further review the documents and requested a couple of days to respond back to Hunter Hudson with his comments, which was granted. Discussion followed about the difference between a Design/Build and an Architect proposal, and it was agreed that both options would be pursued. While the RFQs are being acted on, Tom Seidenstricker agreed to take the lead on coordinating the network equipment purchase and installation, noting that the timeline for ordering equipment could be 9-12 months.

Amy Holland made a motion to give the New Building Committee the authority to approve and publish the Request for Qualifications for the new facility; Tom Seidenstricker seconded the motion. Citizens Participation: None. The motion passed unanimously.

Hunter Hudson left the meeting.

8. Donations: Morgan McMillian reported a couple of donations. Citizens Participation: None.
9. Morgan McMillian presented the Library Director's Report. She noted that the bookmobile will need a new generator soon and given the current supply chain issues consideration should be given to pre-purchasing the generator. The Board agreed that this would be a good idea. The Library Director's full report is attached. Citizens Participation: None.
10. Treasurer's Report: P.K. Chatterjee presented the Treasurer's Report for December 2022. Following a brief discussion, Amy Holland made a motion to accept the report and Tom Seidenstricker seconded it. Citizens Participation: None. The motion passed unanimously.
11. Executive Session: Sharon Rogers adjourned the meeting at 4:56 to go into Executive Session as allowed by Texas Government Code Section 551.074 (Personnel Matters).

12. At 4:58 Sharon Rogers reconvened the meeting of the Board of Trustees. No action required.

13. Comments: None.

14. Closing – Future Board Meetings:

February 23, 2023 3:30 p.m. Lake Travis Community Library

March 23, 2023 3:30 p.m. Lake Travis Community Library

15. Since there was no further business, Sharon Rogers adjourned the meeting at 5:00 p.m.

Amy Holland, Secretary

Approved on _____