

**MINUTES OF LAKE TRAVIS COMMUNITY LIBRARY DISTRICT
BOARD OF TRUSTEES
October 17, 2012**

At 2:00 p.m., President, Carol Black, called to order the one hundred and forty-ninth 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 Nancy Pencsak, PK Chatterjee, Carol Black, Sharon Rogers, and Bob Johntz. Attendees were Morgan McMillian, Jeff Bulla, Jean Dowdy, Sue Gilman, Ginger Gober, Peter Hitt, Margaret McDermott, and Kitty Jo Ripley.

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 the September 19, 2012 minutes.

PK Chatterjee made a motion to approve the minutes as presented. Bob Johntz seconded the motion. The motion passed unanimously.

4. CITIZENS PARTICIPATION: None.

5. Peter Hitt, Bldg. Committee co-chair, gave a report to the Board on the progress of the new library structure. Jeff Bulla, architect, answered questions.

Construction progress is proceeding as planned. Construction completion date is now Dec. 19, 2012. Continuing efforts to improve on that date are under way.

Several items worth noting are:

1. Installation of masonry is complete and completion of sheetrock walls is almost complete.
2. Roof tile installation should begin in a week or so.
3. In an effort to reduce the cost of landscaping and after some discussion with Jeff Bulla, the landscape architect has made some revisions to the plan and presented them to the city. The approved revisions are now being drawn up for client review. When the revised plans are completed, a revised price will be established. The goal is to bring the price as close to \$132,000 as possible.
4. A new change order is being prepared which includes changes to the display case design at the front entrance and the addition of a "barn door" at the staff lounge. The cost of this change order will be \$13,185.
5. We have been told that the drainage problems from Tuscan Village causing potential damage to the Library property are being investigated. They were told about the problem a month ago and still no action, so we have been advised to contact Haythem Dawlett and make him aware of the problem.

At this point there seems to be no serious problems and efforts are continuing to be made for an earlier completion date.

A Butterfly Garden has been proposed as an Eagle Scout Project.

The order has been placed for the Library furniture.

Three firms were asked to bid on library shelving components. SpaceSaver did not submit a bid. Library Interiors and Libra-tech did bid on the shelving for the new library. The shelving committee consisting of Morgan McMillian, Carol Black, and Jeff Bulla selected Libra-tech as the vendor. Since that time, this committee has been working with Penny Gromatzky, Libra-tech representative, on the shelving purchase.

CITIZENS PARTICIPATION: Ginger Gober suggested that Bartlett Cocke contact the City of Lakeway as to securing the Occupancy Permit during the Christmas holiday season. Margaret McDermott asked if the drainage problem of water flowing over the retaining wall onto library property was Haythem Dawlett's responsibility. Yes, it is.

6. Morgan McMillian discussed the technology hardware needs for the library. Several firms have submitted bids on the hardware needed. The \$59,145 contract for part of the technology needs was awarded to the Technology For Education firm. CITIZENS PARTICIPATION: None.

7. Jeff Bulla of pro-forma architecture, inc. continues to work with the contractors to construct the new library. CITIZENS PARTICIPATION: None.

8. PK Chatterjee gave the Treasurer's Report. Mr. Chatterjee reported sales tax receipts for the month of September as \$54,634.00, and October as \$54,297.37.

Mr. Chatterjee discussed the lease agreement to be entered into by the LTCLD for furniture and shelving.

Bob Johntz made a motion to approve the Treasurer's Report. PK Chatterjee seconded the motion. CITIZENS PARTICIPATION: None. The motion passed unanimously.

9. Bob Johntz discussed the FY 2011-2012 Audit. Kitty Jo Ripley, of West Davis, presented their audit of the 2011-2012 fiscal year. Bob Johntz asked Kitty Jo Ripley if the District was to continue to do the monthly Bank Account Balances Reconciliation. This process is an independent verification of the totals of all bank accounts used in the monthly Treasurer's Reports. Kitty stated the District should continue with this process. Sharon Rogers made a motion to accept the 2011-2012 fiscal year audit as presented. PK Chatterjee seconded the motion. CITIZENS PARTICIPATION: None. The motion passed unanimously.

10. Morgan McMillian discussed the extension of the lease with the Provost Group. It was noted that even though our lease expired the end of May, the LTCLD is still being charged the same rental fee. The LTCLD has been assured that the library may occupy the present quarters throughout the calendar year of 2012. It was noted that Shelton Keller (furniture vendor) has recently stated that they will be ready to deliver furniture on December 10, 2012. There has been only a verbal confirmation that they would store the furniture until the move in date. There may be a problem as the new building will not be finished until December 19, 2012. Ms McMillian has been in contact with The New Haven Company, concerning renting book moving carts for \$3 a day. CITIZENS PARTICIPATION: Ginger Gober expressed agreement that the carts would be a good idea, if the move is of short duration, not necessitating storage.

11. As the LTCLD is purchasing all new furniture for the new library, the current furnishings will need to be purged. Some shelving, file cabinets, and a few other items will go to the new library, but most furnishings will be sent to other places. The Board discussed the disposition of current furnishings. It was concluded that the library will need to close early in December. CITIZENS PARTICIPATION: None.

12. Morgan McMillian discussed a proposed Meeting Room Policy for the new library. She has researched policies from other libraries. This will be taken up at the November meeting. CITIZENS PARTICIPATION: None.

13. The Board discussed the issue of forming a decorating Art Selection Committee for the new library structure. There will not be a decorating Art Selection Committee, as this is covered in the library's Gift Policy. Carol Black made a motion to remove the word "or" from the 7th paragraph of the Gifts to the Library Policy, reading donated objects "if accepted, are accepted only on the condition that they may be sold, kept, given away, or discarded at the discretion of the Library Director **and** The Library Board." Sharon Rogers seconded the motion. CITIZENS PARTICIPATION: None. The motion passed unanimously.

14. The formation of a Gallery Display Art Selection Committee was discussed. The Library will offer display space in the meeting room for the exhibition of artwork. The Friends of the Library will be offered the opportunity to take on this task.

CITIZENS PARTICIPATION: Ginger Gober will present this at the next Friends meeting on Thursday, October 18, 2012.

15. Sharon Rogers and Morgan McMillian discussed the latest information from the Fund Raising Committee. The Dancing with the Stars gala was a huge success, and \$50,210.55 was netted from the funds raised. The Board of Trustees of the LTCLD would like to thank all who participated in making this event successful.

Sharon Rogers discussed the Christmas Home Tour. This tour does not appear to be viable.

CITIZENS PARTICIPATION: Ginger Gober announced her resignation as Fund Raising Co-Chair.

16. Library Director's Report

Morgan McMillian noted that a new full-time employee has started work. Her name is Yvette Elizondo.

CITIZENS PARTICIPATION: None.

17. Executive session:

Carol Black adjourned the meeting at 4:38 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.

- a. A discussion regarding the appointment, employment, evaluation, reassignment and/or duties of an employee.

This closed session ended on October 17, 2012 at 4:40 p.m.

18. At 4:41 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.

19. Board Comments.

20. Closing: Future meetings: November 14, 2012 – 2:00 p.m.; December 05, 2012 – 2:00 p.m.

21. Since there was no further business, the meeting was adjourned at 4:42 p.m.

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