

**MINUTES OF LAKE TRAVIS COMMUNITY LIBRARY DISTRICT
BOARD OF TRUSTEES WORK SESSION
December 19, 2008**

At 1:02 p.m., President Carol Black called to order the eighty-second 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, Bob Johntz, and PK Chatterjee. Member absent was Sharon Rogers
Attendees were Mary Jo Finch, Sue Gilman, Rebecca Kankkunen, Earlene Loflin, and Joyce Botta.

Library Staff Work Session

1. Calendar ...keeps MLK Day as a holiday.
2. Work schedule for staff to be put in Board mailboxes.
3. Carol Black will act as interim Library Director.
4. Emails to staff members should include Carol Black and all staff members.
5. There is a need for a Story-Time person.
6. If there are complaints/complements, the person should be told.
7. Rebecca Kankkunen will put out the newsletter and maintain the website.
8. Current OSHA posters have been posted.
9. The question of the purchase of a safe will be put on Board Agenda.

Citizen participation/public hearing: Joyce Botta said that the Friends Publicity Chairperson would help with publicity for the Library.

Board discussion/action: No action taken.

1. Are the TexShare Databases funded by the state?
2. Staff timesheets are to be placed in Bob Johntz's mailbox.
3. Until we get a new library director, some part-time hours may need to be increased.
4. Carol Black and Sharon Rogers will select materials from journals, etc., and Mary Jo Finch will enter the orders. Mrs. Finch will make sure we do not already have the materials on the shelf or ordered and will make sure we do not go over budget.
5. Information for Granite Security needs to be updated.
6. PK Chatterjee will approve invoices, Bob Johntz will pay invoices, and Mary Jo Finch will make deposits.
7. A record shall be kept of Building Fund donations, including the donor's name, address, and the amount of the donation.

A discussion was held regarding future meetings of the Board of Trustees for the Lake Travis Community Library District. The next meeting will occur at 6:00 p.m. on January 12, 2009. Another meeting is scheduled for February 09, 2009 at 6:00 p.m.

Since there was no further business the meeting was adjourned at 2:40 p. m.

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