

**MINUTES OF LAKE TRAVIS COMMUNITY LIBRARY DISTRICT
BOARD OF TRUSTEES
February 9, 2009**

At 6:00 p.m., President Carol Black called to order the eighty-fourth 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. Board Member absent was Bob Johntz. Attendees were Sue Gilman, and Margaret McDermott.

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 12, 2008. PK Chatterjee made a motion to approve the minutes as read. Carol Black seconded the motion. The motion passed unanimously.

CITIZEN PARTICIPATION – any topic not on the agenda. None.

5. Sue Gilman discussed election matters regarding the May 9, 2009 Board of Trustees election. She discussed the posting of the Notice of Election, and the Election, order at all our Travis County voting locations. The Justice department has acknowledged receipt of our election letter.

6. Citizen Participation: None.

The Library Director's Report was given by Ms. Sue Gilman. A discussion was held regarding the upcoming celebration, on March 27th, of the library's third year in the shopping center.

7. Citizen Participation: None.

Sue Gilman stated that Mrs. Sharon Temple had completed the compilation of the Library's Annual Report, due in April 2009, to be submitted to the Texas State Library. Ms. Gilman and Mr. Chatterjee assisted in the gathering of data. Carol Black signed the report.

8. Citizen Participation: None.

PK Chatterjee – Treasurer's Report. The sales tax revenue for January was \$32,700.00. Mary Jo Finch is to be thanked for the new tracking system, which provides a weekly total of collection development expenditures, and each month's totals. Sharon Rogers made a motion to approve the treasurer's report. PK Chatterjee seconded the motion. The motion passed unanimously. The Group Medical Plan, thru Scott and White, is in effect thru March 31, 2010, with only one full time employee participating.

9. Citizen Participation: None.

Nancy Pencsak discussed the changes to the Personnel Policy, Section 25 – Retirement Benefits.

Nancy Pencsak made a motion to remove the word mandatory from Section 25 and to change "90 days" to "the first 6 months". PK Chatterjee seconded the motion. The motion passed unanimously.

10. Citizen Participation: None.

Carol Black made a call to Nancy Klingman, Finance Director for the City of Lakeway to find out the status of receiving sales tax on the non-residential remodeling taking place in the City. The Finance Department is still working with the Building and Development Services department to create a permit and the procedure to request compliance with this rule. (They will try to get past remodeling projects included.)

11. Citizen Participation: None.

Sharon Rogers discussed the search for a Library Director. Applications have been received from nine candidates. Job postings have been placed in the Lake Travis View, the Austin American Statesman, and on the Texas Library Association website. Job descriptions were sent to library schools including Sam Houston State University, the University of Texas, Texas Women's University, and North Texas University.

12. Citizen Participation: None.

Carol Black reminded the Board that Rebecca Kankkunen resigned her Library Assistant position on December 23, 2008 for personal reasons. Carol Black discussed the posting of these positions in the Lake Travis View and the Austin American Statesman. Mrs. Sharon Temple and Carol Black reviewed the 26 applications and selected persons to interview. Two interviews took place with Ms. Earlene Loflen, Ms. Sue Gilman, Mrs. Temple and Dr. Black attending. On February 4, 2009, Ms. Karen Ballinger was hired to fill the position of Library Assistant. She started work on February 5, 2009. She is going through the training period at this time. All applicants have been notified that the position has been filled.

13. Citizen Participation: None.

Nancy Pencsak discussed the Consumer Products Safety Commission rulings concerning lead and phthalates in toys and books used by children under 12 years of age. On February 6, 2009, CPSC announced that there will be a stay for implementation of enforcement for new lead limits in children's books effective February 10. The press release stated that no penalties would be imposed for anyone making, importing, distributing, or selling an ordinary children's book printed after 1985.

14. Citizen Participation: None.

The rental space for the library will be discussed in a future Board meeting.

15. President Carol Black adjourned the meeting at 7:17 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.

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

The Board of Trustees **did not** meet in Executive Session as permitted under the Texas Open Meetings Act, Government Code 551.072 – Deliberations Regarding Real Property, to deliberate the purchase, exchange, lease or value of real property if deliberation in an open meeting would have a detrimental effect on the position of the governmental body in negotiations with a third person.

1. Search for library site.

This closed session ended on February 9, 2009 at 7:31 p.m.

16. At 7:32 p.m., Dr. Black reconvened the Board of Trustees of the Lake Travis Community Library District to take action on any executive session item if necessary.

Citizen Participation: None.

17. Comments by Board Trustees:

1. Carol Black will be attending the Texas Library Association Conference in Houston.
2. At the Seton Tea, The Friends of the Lake Travis Community Library won first place in the 'Most Original Category' with the theme "Lake Travis Community Library -- a Magical Place".

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 6:30 p.m. on March 9, 2009. Another meeting is scheduled for April 13, 2009 at 6:30 p.m.

Since there was no further business the meeting was adjourned at 7:39 p.m.

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

AGENDA ITEMS