

Regular Meeting of the Board of Trustees
EAST TRAVIS GATEWAY LIBRARY DISTRICT

Place: Elroy Community Library
13512 FM 812, Del Valle, TX 78617

February 19, 2019 at 7:00 p.m.
MINUTES

1. **Call to Order and Roll Call.** President Braxton Gregg called the meeting to order at 7:07 p.m.. Trustees present were: Braxton Gregg, Gene Burklund, Rita Luedecke, Cathy Olive, and Becky Carwile. Lauren Barrett was also present.
2. **Audience comments/open forum.** No action was taken on this agenda item.
3. **Minutes from January 15 and January 26, 2019.** Spelling of Arevalo was corrected on the January 15 minutes Roll Call (typed as Arebalo). Rita moved to accept the minutes of January 15 as corrected. The motion was seconded and unanimously approved. Rita moved to accept the minutes from special meeting January 26 as presented. The motion was seconded and unanimously approved.
4. **Use of café space of Garfield property.** The Board discussed and following, Becky moved that the District temporarily utilize the restaurant (café) space as meeting space if such a need arises. The back area (kitchen/office) will be used for much needed storage space for the time being. The Board will entertain any offers from interested parties to rent this space. The motion in its entirety was seconded and unanimously approved.
5. **Regarding the 2019 Annual Audit,** Rita moved that the District change auditors for 2019. The motion was seconded and unanimously approved.
6. **2019 Annual Report.** Rita and Cathy will hold a mandatory meeting for the staff to delegate collection of data to prepare the annual report and to discuss the current daily operations of the libraries. Becky moved that the District pay for lunch for the mandatory meeting for the staff. The motion was seconded and unanimously approved. Training on use of the “panic button” will occur soon.
7. **Consider and take possible action on ensuring compliance with the Public Funds Investment Act (PFIA).** After brief discussion, Rita moved that the District pay for Braxton Gregg to take the necessary course(s) for PFIA training. The motion was seconded and unanimously approved.
8. **Consider and take possible action on establishment and maintenance of an official public email address for the District.** The official email address for the District is now: elroygarfieldlibraries@gmail.com. For the time being, Rita offered to be responsible for checking the email on a regular basis.
9. **Consider and take possible action on possible future new library building at the Elroy property and proposed timelines for resuming active plans.** No action was taken on this agenda item due to the need for creation of financial plans and policies.
10. **Employee Action items**

- a. Consider and take possible action on employee PTO (benefits known as paid time off). Braxton offered to conduct a training explanation to elucidate the new “PTO” benefits for the staff.
 - b. Consider and take possible action on the hiring of new employees with the possibility of adding 2-3 new positions. No immediate action was taken.
 - c. Consider and take possible action on potentially extending current temporary employee’s contract. Joe Ruesda is currently working 32 hours/week and is working out well. Rita moved to extend Joe’s contract through reliable for an additional 3 weeks for a total of 6 weeks. The motion was seconded and unanimously approved.
 - d. Consider and take possible action on hiring a professional head hunter to assist with employment needs. The Board discussed this option and decided to begin the search by establishing an email for the purpose of receiving candidate information. Lauren agreed to publicize on free services such as Indeed, Monster, universities with MLS programs, TLA, etc. to see what response occurs in the near future.
- 11. Managers’ report.** Cathy distributed the Managers’ Report. No action was taken.
 - 12. New Library Cards.** The new plastic library cards have been ordered and there is some concern over the replacement of lost cards due to the cost. The Board agreed that a \$2.00 charge would be appropriate to replace a lost patron card.
 - 13. Sam’s Club Membership.** Cathy recommended and the Board agreed to change the membership to the \$40 annual fee level and to remove Faye Washington and Jean Phipps from our membership information. Later, the new Library Director will be added to the account.
 - 14. Closed session. No closed session occurred.**
 - 15. Adjournment.** At 8:55 p.m., Rita moved to adjourn the meeting. The motion was seconded and unanimously approved.

Lauren Barrett

Administrative Assistant to the President and the Board of ETGLD

Approved 3/19/19