

Regular Meeting of the Board of Trustees
EAST TRAVIS GATEWAY LIBRARY DISTRICT
Place: Elroy Community Library
13512 FM 812, Del Valle, TX 78617

August 20, 2019 at 7:00 p.m.
MINUTES

1. **Call to Order and Roll Call.** President Braxton Gregg called the meeting to order at 7:02 p.m..
Trustees present were: Braxton Gregg, Becky Carwile, and Rita Luedecke. Gene Burklund was absent.
Others in attendance: Mister Joe Gunter, Barbara Durkin, and Lauren Barrett.
2. **Audience Comments/Open Forum.** No action was taken on this agenda item.
3. **Minutes from July 16, 2019.** Rita moved to accept minutes as presented.
The motion was seconded and unanimously approved.
4. **Regarding open Board position:** No action was taken on this agenda item.
5. **Library Director Report (State of the Libraries) – Joe Gunter**
Joe discussed some strengths and weaknesses of our libraries including programs, staffing, turnover, programming, collections, technology, and others. He suggests that it would be beneficial to have continuing education for Board members. After reviewing our By-Laws, Joe recommends that they be reviewed and updated. Additionally, we need both a written technology plan and the District Mission Statement should be updated. There are not very many policies in place for the libraries, so he will be working on that also. Joe distributed a checklist for libraries to compare how they are doing with others in standards; this checklist covers many of the weaknesses described earlier.
6. **Financial Report – distributed;** no action was taken on this agenda item.
7. **Library Director Action Items**
 - a. Regarding camera security policy, Joe distributed a proposed “Security Camera Policy and Information”. The Board agreed to adopt the policy as presented.
 - b. Fee schedule for services such as copies, faxes, fines, notary, etc. needs to be reviewed and revised to update our cost for services. Joe distributed a sample. Rita moved to accept the new fee schedule, and make it effective September 2, 2019. The motion was seconded and unanimously approved.
 - c. Employee coverage for turnover and vacation was discussed.
- 8a. **Discussion Items**
 - a. 2020 Budget – Joe would like to handle the budget for next year in a different way.
 - b. Employee Leave Policy – Joe is in the process of creating leave policies.
 - c. ETGLD Fiscal Year. Rita moved to approve that all policies take effect and that the fiscal year be defined as January through December. The motion was seconded and unanimously approved.
- 8b. **Closed session items –** No action was taken on this agenda item.
9. **Adjournment.** At 8:12 pm, Becky moved to adjourn the meeting.
The motion was seconded and unanimously approved.

Lauren Barrett
Administrative Assistant to the President and the Board of ETGLD

Note: on agenda for August meeting, the numbering showed two agenda items for Item # 8, thus 8a, and 8b.

Approved 9/17/2019