

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

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

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

1. **Call to Order and Roll Call.** President Braxton Gregg called the meeting to order at 7:05 p.m.. Trustees present were: Braxton Gregg, Becky Carwile, Gene Burklund, Rita Luedecke, and Cathy Olive. Others in attendance were Andrew Tatgenhorst, Ashleigh Vize, and Lauren Barrett.
2. **Audience comments/open forum.** Ashleigh Vize from Goodwill of Central Texas presented their summer intern program, a partnership of Texas Workforce Commission, Goodwill and other organizations, for encouraging youth with disabilities to learn about employment and to create opportunities for them to develop skills to help their future employment. They would love to send students to the library if the staff can accommodate them and ensure that they will be kept busy. Following short question and answer session, Ashleigh left the meeting.
3. **Minutes from February 19, 2019.** The number of hours for Joe was reported as 32.5, but is actually 32 hours/week. Rita moved to accept the minutes with that correction. The motion was seconded and unanimously approved.
4. **Discussion/Action Items**
 - a. Rita moved that the District arrange to have one person (student for the Youth Internship Program) for the afternoon shift for 5 weeks with the option of a second if it works well. The motion was seconded and unanimously approved.
 - b. Rita moved to hire Joe Ruesga as a permanent employee at 32 hours/week. The motion was seconded and unanimously approved.
 - c. ICS contract requires further discussion with Andrew Tatgenhorst, so
At 7:30 p.m., the Board entered into Closed Session.
At 7:59 p.m. the Board reconvened in Open Session.
Rita moved that the Board adopt a resolution drafted by Andrew regarding the District relationship with ICS. The motion was seconded and unanimously approved.
 - d. Regarding janitorial services, no action was taken at this time.
 - e. The hiring committee reported that progress is being made and that they are eager to narrow down the candidates. Cathy moved to give the hiring committee authority to hire (the candidate that appears most suited to our open position). The motion was seconded and unanimously approved.
 - f. Following are the details determined for the position of Library Director:
 - Salary range \$45,000-\$65,000 exempt salaried
 - Probationary period of, and evaluation will be performed at 90 days

- Spending limits for the Library Director will be up to \$1,000 no Board approval is required. \$1,000-\$2,500 requires one Board member's approval, and \$2,500-\$5,000 expenditure requires two Board members' approval. Over \$5,000 requires the agreement of the entire Board.
- Paid Time Off (PTO) will accrue at the rate of 2.62 hours every 2 weeks totaling 67 ½ hours/year, (results in around 9-11 days the first year).
- TML insurance plan shall be chosen by the Director and will be covered at 80/20 with the District paying 80% of the cost of the plan.
- Mileage will be reimbursed for required transportation on District business but not to and from the residence of the Director.
- In the event that an out-of-state candidate is chosen and requests assistance with moving expenses, the Board has the option of deciding the appropriate amount, and a minimum of one year of successful employment will be required or the Director will be required to repay the moving expenses.

g. Financial

- No Treasurer's report was available. Cathy reported that the funds previously held at American Bank have been transferred to First National Bank of Bastrop and have been invested into interest-bearing account(s).
- Regarding the financial training course, Braxton will sign up for it as soon as he receives the information.

h. Regarding District auditor, Becky moved that the District hire Kayla Wallace for a one-year engagement for 2019. The motion was seconded and unanimously approved.

i. No action was taken on this agenda item – all is well.

At 9:00 p.m., Rita moved to adjourn. The motion was seconded and unanimously approved.

Lauren Barrett

Administrative Assistant to the President and the Board of ETGLD

Approved April 16, 2019