

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

January 15, 2019 at 7:00 p.m.

MINUTES

1. **Call to Order and Roll Call.** President Braxton Gregg called the meeting to order at 7:08 p.m.. Trustees present were: Braxton Gregg, Gene Burklund, Rita Luedecke, and Cathy Olive. (Becky Carwile arrived at 7:38 p.m.). Others in attendance: Andrea Ortiz, Paula DiNello, Olga Zuniga, Elisa and Rudy Arevalo, Angela Gregg, and Lauren Barrett.
2. **Audience Comments** – Elisa Arevalo reported on the new Meals on Wheels location and requested consideration for the Board to approve of a seniors’ group use of the Learning Center as a place to meet. Andrea explained the problem with library limitations, but agreed that without Meals on Wheels, the seniors would be welcome to use the space for social get-togethers. Times of Mondays and Fridays from 10 a.m. to 2 p.m. were agreed upon and a new name of ‘Senior Library Council’ was suggested for the group. Paula DiNello distributed her letter of resignation, explaining that her health issues cannot be addressed under the current job requirements. Following, the Arevalos, Ms. Zuniga, and Paula left the meeting.
3. **Meeting minutes from December 10 and 27, 2018.** Rita moved to approve the minutes as presented. The motion was seconded and unanimously approved.
4. **Discussion/Action Items.**
 - a. Becky moved to conduct a workshop on Budget for 2019 Saturday, January 26 and or around 4:00 p.m.. The motion was seconded and unanimously approved.
 - b. Regarding TML property insurance, Rita moved to increase the deductible to \$1,000, and to drop flood and earthquake coverage. The motion was seconded and unanimously approved.
 - c. On Library Director draft job description, one correction was made: agencies listed in bullet item 6 should read: DVISD, CTLS, TLA, and TSL. Rita moved to accept Library Director draft with that correction. The motion was seconded and unanimously approved.
 - d. On draft Library Director Work Plan, some dates were adjusted to allow for more time, due to the delay in approval of the Work Plan. Rita moved to accept the Work Plan with the following changes: five year technology plan March 2019 (instead of January 2019), update technology at the library by the same date. Develop brand standards and marketing best practices by the end of May (instead of February 2019). Job descriptions and work plans for the staff to be completed by the end of January 2019 (instead of December 2018), and implement hierarchy and work plans for the staff by the same date. Repairs to the walls and painting the Elroy Library and Learning Center by June 2019 (instead of January 2019). The motion was seconded and unanimously approved.
 - e. Regarding Job Description for Lauren Barrett, one typo was noted. The title was changed to Administrative Assistant to the President and the Board of ETGLD. Addition of bullet items: Assist to keep the Board in compliance with applicable laws pertaining to meetings, and Other duties as assigned. The salary was changed to \$600/month. Rita moved to accept the job description with these changes/corrections. The motion was seconded and unanimously approved.
 - f. Regarding financial and other long-range planning, the Board recognized the need for establishing procedures and policies prior to determining feasibility for building. Additionally,

training should be performed for the Board and Andrea as soon as possible. Gene moved that the Board get together for policies and procedures for financial management. The motion was seconded and unanimously approved.

- g. Financial issues. This agenda item was discussed above and in Library Director report.
- h. The Board agreed that policies and procedures for Public Inquiry are a necessary and timely need. A spokesperson should be named and that person would be the voice to speak for the whole Board and should provide formal statements as needed. Becky moved to come up with policies and procedures for public inquiry. Andrea will begin a draft and send to Andrew for input. The motion was seconded and unanimously approved.
- i. Library Director Report.

Financial - Rita moved to keep reinvesting in current CDARs up for maturation (until updated financial policies are in place). The motion was seconded and unanimously approved.

Regarding FMLA, we will keep it, read and revisit it later. The Board agrees that the District needs grievance and exit interview procedures.

Texshare policy is needed but action was put on hold as more discussion is required.

Summarizing other points: programming, headed by Christina and Paula, is expecting a soft launch in February, Rick is scheduled to regain cameras and integrate into the network, also provide a quote for Garfield. Collection development is improving with new vendors and new inventory as well as increase in E-books (Overdrive). Andrea has begun Annual Report and will discuss further at a later time. Regarding Jesse's request for waiver of January rent, Rita moved that we do not waive January rent but allow for proration. The motion was seconded and unanimously approved. Due to the magnitude of responsibilities, Andrea requested and the Board agreed that Andrea's priorities should be those items that keep the District legal and "putting out fires".

- j. Treasurer's Report. Rita moved to remove James Cliff Sparks, John Reynero, Jean Phipps and past Board members and to add all current Board members (Braxton Gregg, Gene Burklund, Cathy Olive, Rita Luedecke, and Elizabeth Carwile) as well as Andrea Ortiz to all of the National Bank of Bastrop accounts. The motion was seconded and unanimously approved.

5. At 9:50 p.m., the Board opted to enter into Closed Session.

At 10:22 p.m., the Board reentered Open Session.

6. Adjournment. At 10:22 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 East Travis Gateway Library District

Approved February 19, 2019