

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

July 16, 2019 at 7:00 p.m.
MINUTES

1. **Call to Order and Roll Call.** President Braxton Gregg called the meeting to order at 7:01 p.m.. Trustees present were: Braxton Gregg, Becky Carwile, Rita Luedecke, and Gene Burklund. Others in attendance: Mister Joe Gunter, Elida Garcia, and Lauren Barrett.
2. **Audience Comments/Open Forum.** No action was taken on this agenda item.
3. **Minutes from June 18, 2019.** Rita moved to accept minutes as presented. The motion was seconded and unanimously approved.
4. **Regarding open Board position:** Braxton explained the details required to move forward. Following, Becky moved that – contingent on the official resignation of a current Board member and upon receipt of such resignation and approval by the Board, a selection committee of Rita, Braxton, and Lauren will be formed for appointment of an interim Board member. The motion was seconded and unanimously approved.
5. **Library Director action items – Joe Gunter**
 - a. A separate “Financial Report” will be added to the agendas.
 - b. Annual audit will begin in mid-August due to scheduling with the auditor.
 - c. Regarding obtaining CPA assistance with bookkeeping, Rita moved that a monthly assessment be performed at each meeting for approval of continuing training funds allocated. The motion was seconded and unanimously approved.
 - d. Regarding security camera Policy and Information document, no action was taken.
 - e. Regarding public access computers (PAC) for each library, Becky moved to add two PACs (one for each library) at a cost not to exceed \$2,000. The motion was seconded and unanimously approved.
6. **Library Director discussion items – Joe Gunter**
 - a. Meeting room use – Joe would like to amend the \$25/hour requirement for use of the Learning Center, (not charge non-profits or community groups).
At 7:30 pm, the Board entered into Closed Session to discuss this policy matter.
At 7:32 pm, the Board reconvened.
 - b. Joe reported that he is working on creating a flow chart to illustrate and organize ongoing financial contracts and commitments (for example: Toshiba maintenance, and ICS computer contracts).
 - c. Joe received a bid of \$300 for handling the sign at Garfield. He will proceed as directed by the Board at a previous meeting.
 - d. Joe would like to reconsider options for the flooring at Garfield. A lot of money could be wasted by reflooring without consideration of the future use.
 - e. Staff Personnel Handbook – Joe will be working on improving and making a relevant handbook for employees.
7. **Financial Report** – distributed; no action was taken on this agenda item.
8. **Closed session items** – Becky moved that the Board authorize Joe to use his discretion to revise the current meeting room (Learning Center) policy, and to apply or waive fees at his discretion.

The motion was seconded and unanimously approved.

9. Adjournment. At 7:55 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

Approved 8/20/2019