

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

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

December 17, 2019 at 7:00 p.m.  
MINUTES

1. **Call to Order and Roll Call.** President Braxton Gregg called the meeting to order at 7:00 p.m.. Trustees present were: Braxton Gregg, Rita Luedecke, Becky Carwile, and Eugene Burklund. Others in attendance: Library Director Joe Gunter, Barbara Durkin, and Lauren Barrett.
2. **Audience Comments/Open Forum.** No action was taken on this agenda item.
3. **Minutes from November 19, 2019 Regular Meeting.** Rita moved to accept minutes. The motion was seconded and unanimously approved.

**The Board opted to change agenda order.**

8. **Board of Trustees open position.** So far, there have been no applications submitted for the open position on the Board.
9. **2020 officers.** Rita nominated Braxton Gregg to continue as President for ETGLD. The motion was seconded and unanimously approved. Becky nominated Rita to continue as Secretary for ETGLD. The motion was seconded and unanimously approved. Rita moved to name two Vice President positions for 2020. She nominated Gene as VP Representative for Elroy, and Becky as VP Representative for Garfield. The motion was seconded and unanimously approved.
10. **Oath of Office was administered for all new officers for 2020.** Sandy Coupe was present to witness and notarize signatures for the 2020 officers for the District.
4. **Atchley and Associates Arrangement Letter for 2020** – as previously discussed, the Board formalized decisions regarding Accountant operations. Rita moved to have Atchley and Associates perform quarterly (as opposed to monthly) reports. Additionally, ETGLD in-house bookkeeping will now take over the responsibility for accounts payable checks as well as issuance of 1099's and 1096's. The motion was seconded and unanimously approved. Lauren will follow up with Andrew and/or Atchley regarding action required to notify/communicate this decision.
5. **Bonus Matrix for Joe Gunter.** Becky moved that Joe Gunter, Library Director, be provided a one-time stipend to be paid in exchange for his continued service at the East Travis Gateway Library District for the 2020 fiscal year. She further moved that the Board approve the 2020 bonus matrix for application during the 2020 fiscal year. The motion was seconded and unanimously approved.
6. **Library Director Report (State of the Libraries)** – Joe Gunter distributed and went over his

Report (included in file). Of special note: Garfield's storytime are very well attended, and the children's area at Elroy has been redesigned. Joe is very optimistic about programming for 2020 at both libraries. Included in his report, Joe illustrated the strengths of the excellent staff of ETGLD, and continuing education opportunities for both staff and Board will be explored. Also, upcoming, January 25, the Austin Bat Cave and ETGLD will collaborate for a book exchange event at Elroy.

- 7. Financial Report** – Barbara explained current investments and status of the CDs and other accounts. Rita moved to authorize Barbara Durkin to consult with First National Bank of Bastrop to determine alternate new accounts to lessen the checking account balance (maintain financial security). The motion was seconded and unanimously approved.

- 11. Friends of the library** – no action was taken on this agenda item

- 12. Consider other matters** – Rita moved that each employee be given a \$100 bonus for Christmas. The motion was seconded and unanimously approved.

- 13. Adjournment** – at 8:10 pm, 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 1/21/2020