

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

May 21, 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, Cathy Olive, Becky Carwile, Rita Luedecke, and Gene Burklund. Others in attendance: Ganesan Apparajan, Angela Gregg, and Lauren Barrett.
2. **Audience Comments/Open Forum.** Mr. Apparajan explained his plans to “will” a property to the District. He would like us to look into allowing him to live out his life on his property but would like to arrange to have it donated to the District upon his death. Andrew will be consulted on how to proceed with the generous offer.
3. **Minutes from April 16, 2019.** Becky moved to accept minutes as presented. The motion was seconded and unanimously approved.
4. **Regarding ratification of employee one-time bonus for work outside of normal duties:** Rita moved to adopt the attached draft resolution regarding bonus pay for extra duties performed between the dates of February 1 – May 15 (due to absence of a Library Director). The motion was seconded. The vote passed by non-unanimous 4 out of 5 vote.
5. **Missing equipment** - Efforts are underway to obtain information and equipment that is still in the possession of past employee.
6. **Marquee sign** – Gene and Lauren will look into the available donated sign and report back to the Board. If it is not in good shape, purchase of a sign will be explored.
7. **Lizzy Shingledecker food trailer** – currently, Lizzy has a lease on a property just east of the Garfield Library. If she is interested in Garfield parking after that lease is terminated, Rita moved to offer her a lease for a price per month to be determined for a trial period of 4 months. The motion was seconded and the vote was 4 out of 5 in favor of this action.
8. **Bookkeeper** – position was discussed. The Board decided that it is prudent/necessary to hire a part time bookkeeper (approximately 15-20 hours/week). Lauren agreed to research appropriate pay scale and to immediately place an ad for this position. Due to the resignation of Christina Gallo, an ad will be placed for a part time library clerk as well.
9. **ICS/Toshiba** – insurance may be required per contracts. This includes the computers, copiers and phones. No action was taken on this agenda item.
10. **Bonus Matrix for Joe Gunter** – per his offer letter, the Board determined that it would be appropriate to provide periodic bonuses to the Library Director based on measurable goals. Becky offered to put together some ideas for a draft of a bonus matrix. Important goals mentioned were to interface with Del Valle's Kelly Crook, increase patronage, and outreach to the community.
11. **TML Insurance for Joe Gunter** – based on information received by TML and information provided by Cathy, there are much better (more reasonable and equally good coverage) if his insurance is handled a different way. Lauren agreed to ask Joe if he was open to other options.
12. **Adding Joe Gunter to bank accounts** – Rita moved to add Joe Gunter to the bank accounts for the District. The motion was seconded and unanimously approved.
13. **Friday, June 7** from 5-7 pm, the District will host a welcome party for Joe Gunter. Details to

be determined. Lauren will let Joe know about this date.

Adjournment. At 9:40 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 6/18/19
Lauren Barrett