

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

**Place:** The meeting was held Tuesday, September 19, 2023, at the Elroy Library, 13512 FM 812, Del Valle, TX

1. All to Order and Roll Call: President Rita Luedecke called the meeting to order at 7:00pm with the following Trustees present: Gene Burklund, Britta Becker-Hammer, Braxton Gregg. Also present were Director Brittany Burke and Barbara Durkin and Audience person Lynn Luedecke. Trustee Tim Johnson arrived at 7:10pm and Audience person, Jazzel Aleman, arrived soon after.
2. Audience Comments/Open Forum: No action on this agenda item
3. Consider and take possible action on Minutes from August 15, 2023, meeting. Braxton moved to approve the minutes as presented. The motion was seconded by Gene and unanimously approved.
4. Updates and discussion:
  - a. Consider and take possible action on Updates to Policies and Procedures Manual. Brittany discussed updates that include pets, selling items in library, and the Learning Center procedures. Braxton moved to approve the updates to the manual. The motion was seconded by Gene and unanimously approved.
  - b. Consider and take possible action on Trunk or Treat at Garfield Branch: Britany explained the upcoming programs already in place at both Garfield and Elroy branches and the safety concerns with a night-time event at Garfield. No action taken on this agenda item.
  - c. Consider and take possible action on changing the 2024 medical benefits minimum hours per week from 20 hpw to 30 hpw and grandfathering current employees who are on the 20+hpw schedule. Discussion followed concerning the financial hardship that may occur for employees that are required to enroll in the medical benefits program. A motion by Gene to change the 2024 medical benefits minimum to 30 hpw and grandfathering current employees who were hired at the 20+hpw if they choose. The motion was seconded by Braxton and unanimously approved.
  - d. Consider and take possible action on changing the 2024 probationary period for all benefits (PTO, Medical, 457 retirement) from 90-days to 30-days. Discussion how offering a premium benefit package will increase the perceived value to new employees. Britta moved to change the current 90-day probation period to 30-day probation period in 2024 for all benefits. The motion was seconded by Braxton and unanimously approved.
  - e. Consider and take possible action on November 21 (Thanksgiving week) and December 19 (Christmas week) meeting dates. Discussion on which days to change the meeting to followed. Braxton moved to change the regular ETGLD Board of Trustee meetings to Tuesday, November 14 and Tuesday, December 12 to avoid the holiday weeks. The motion was seconded by Gene and unanimously approved.
  - f. Consider and take possible action on the Travis County Election Order of Cancellation and Order of Unopposed Candidates for the November 7, 2023, election. Barbara explained that due to no other applications be received that the President and Secretary need to sign documents declaring ETGLD will cancel the election. No further action is required on this agenda item.
5. Director Report: Brittany reviewed upcoming programs at both branches along with library statistics. Need to research options for estimating attendance at future library program events to assist in staffing.
6. Finance Report-Barbara reviewed finances and 2023 budget to date.
  - a. HDL Sales tax recovery progress on new and current audits
  - b. The first draft of the 2024 budget was reviewed with adjustments pending based on actionable items on tonight's agenda.
7. Friends of the Del Valle Libraries-Several people have come forward and will be working with them to solidify the group soon.
8. Closed Session: No action on this agenda item
9. Consider and take possible action on items discussed in closed session. No action on this agenda item.
10. At 7:53pm a motion was made to adjourn the meeting by Gene and seconded by Braxton. The motion was unanimously approved.