

**Regular Meeting of the Board of Trustees
EAST TRAVIS GATEWAY LIBRARY DISTRICT
December 21, 2021, Minutes**

Place: The meeting was held at Elroy Library Learning Center, 13512 FM 812, Del Valle, TX.

1. **Call to Order and Roll Call.** President Braxton Gregg called the meeting to order at 7:02 pm. Trustees present were Braxton Gregg, Rita Luedecke, Gene Burklund, and Britta Becker-Hammer. Tim Johnson was absent. Others in attendance: Barbara Durkin, Brittany Burke and Lauren Barrett. Mary Stewart joined the meeting shortly after call to order, at 7:06 pm.
2. **Audience comments/Open Forum** – No action was taken on this agenda item.
3. **Minutes from November 16, 2021.** No action was taken on this agenda item.
4. **Board Action Items:**
 - a. Brittany distributed a few minor changes to the Employee policies and procedures prior to the meeting. Rita moved to accept these updates to the policies and procedures as presented. The motion was seconded and unanimously approved.
 - b. Regarding the proposed Strategic Plan, Rita moved to accept it as presented. The motion was seconded and unanimously approved.
 - c. 2022 Library Plan was distributed to Board members and Britta moved to accept it as presented. The motion was seconded and unanimously approved.
 - d. Regarding name rebranding plan – the Board agreed by consensus that the changes require further thought to avoid possible confusion.
 - e. Regarding Texas SmartBuy Membership Program, Rita moved to join this program. The motion was seconded and unanimously approved.
5. **Library Facilities updates and action items:**
 - a. Elroy roof and fascia repair – quote including photographs was presented and Rita moved to accept Austin Roofing and Construction quote presented (and repair asap). The motion was seconded and unanimously approved.
 - b. Garfield kitchen updates – due to the nature of the quotes received, request was made to investigate the proposed repair quotes further. Tim (prior), Gene and/or Lynn have agreed to take a look at the various quotes prior to deciding on how to proceed.
6. **Interim Library Director report:** Brittany reported that the book return drop is in place at Garfield and the AC cages are fixed. Both audio and ebooks usage have increased, so she proposes that we should look at the budget and possibly invest in these options, as they are cheaper and utilize less physical space. She has begun planning on inventory for the Book Mobile. Summer reading program planning has begun already, and Mary Stewart continues to assist with getting ETGLD library cards distributed to DVISD students. Some plans for programming and website: storytime, and crafting, in addition to adding some references on local history to our website. Most importantly, she plans to expand the open hours at both libraries asap (11-7 at Elroy and 9-5 at Garfield). A volunteer day care person is likely to be attracting many more kids to storytimes for this year.
7. **Financial Report** – Barbara reported healthy bank account balances she is monitoring and appropriately moving now that we can and ongoing as needed. HDL continues to be a good decision. Due to an overpayment by COTA prepaid sales, we received a letter from the Comptroller regarding paying some funds back. Barbara will continue to monitor and facilitate this process.
8. **Friends of the Del Valle Libraries, Inc:** No action was taken on this agenda item.
9. **Update on open Library Director position** – Gene and Rita agreed to assist with the process of hiring a Library Director.
10. **Closed session** - At 7:39 pm, the Board entered into Closed Session
At 7:58 pm, the Board reconvened into Regular Session.

11. Consider and take possible action on items discussed in closed session.

Rita moved to accept the resignation letter of employee presented in closed session. The motion was seconded and unanimously approved.

Rita moved that the District provide Christmas bonuses to the employees in the same amount as last year. She further moved that this tradition will end after this year. The motion was seconded and unanimously approved.

12. 2022 Board of Directors

a. Gene nominated Rita for President. Rita accepted and positions of Vice President (Gene) and Secretary (Britta) were discussed and agreed upon.

b. Swearing in and notarization of Board of Directors: Rita as President, Gene as Vice President, and Britta as Secretary – occurred and documentation completed.

13. Adjournment -at 8:11pm, Rita moved to adjourn, the motion was seconded and carried unanimously.

Submitted by Lauren Barrett
Asst. Secretary

Approved 1/18/22