

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

**November 15, 2022**

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

1. **Call to Order and Roll Call.** President Rita Luedecke called the meeting to order at 7:04 pm. Trustees present were Rita Luedecke, Britta Becker-Hammer, Gene Burklund, Braxton Gregg, and Tim Johnson. Others in attendance: Barbara Durkin, Director Brittany Burke, Lauren Barrett, Mary Stewart Miller, and Stephanie Cerda.
2. **Audience Comments/Open Forum:** No action taken on this agenda item.
3. **Presentation:** Stephanie Cerda from DVCC explained the concept and details of a 24/7 Free Fridge for the community proposed to be placed in the pavilion area at Elroy. Everything would be provided and managed by volunteers for this service for our community.
4. Consider and take possible action on **Minutes from October 18, 2022.** Braxton moved to accept the minutes as written. The motion was seconded and unanimously approved.
5. **Consider and take possible action on free food refrigerator:** Braxton moved to approve providing the space for the free fridge at Elroy (with the possibility of adding a refrigerator at Garfield in the future). The motion was seconded and unanimously approved.
6. **Consider and take possible action on the Budget for 2023:** Britta moved to accept the 2023 Budget. The motion was seconded and unanimously approved.
7. **Consider and take possible action on Employee Policy Manual update:** Gene moved to accept update proposed. The motion was seconded and unanimously approved.
8. At this time all Trustees recited the **Oath of Office** and were sworn in, signed and notarized for 2023.
9. **Board officers:** Britta moved to keep all 2022 officers the same for 2023. The motion was seconded and unanimously approved.
10. **Facilities/Equipment:** Gene moved to approve the new copier contract as presented. The motion was seconded and unanimously approved.
11. **Library Director report:** Material checkouts continue to be strong. Mary Stewart has continued creating strong contact with the community through DVISD. The District will post a sign at the Creedmoor Trail of Lights. At Garfield, the office modifications have been completed.
12. **New Building update:** Brittany met with Eric from PGAL regarding some details on design for the new library based on her observations at other libraries.
13. **Mobile Library** routes are being finalized for the anticipated December-January arrival of the vehicle and Brittany shared the new graphic.
14. **Financial Report:** Barbara reported that interest rates are better than 3% now and retail continues to be the biggest contributor to sales tax revenues. HDL resolved a Google Fiber sales tax issue successfully which resulted in an additional \$20,000+ recovery to be discovered. She has begun the process to engage the auditors, West, Davis & Company for our 2022 audit.
15. **Friends of Del Valle Libraries:** Webinar attended, so getting ideas for promoting membership.
16. And 17. Regarding December regular meeting: as there appears to be no immediate need for a regular meeting, the Board decided to post for a possible special meeting for 12:00 noon, but combine with a holiday get together for Trustees and Staff on Wednesday, December 7 at 12:30 pm. Potluck contributions featuring Jersey Mikes subs. The meeting will be posted so if agenda items arise, they will be included in the agenda posted. Immediately following, staff and Board members will have a social holiday gathering.
18. No closed session.
19. At 8:07 pm, Braxton moved to adjourn the meeting. The motion was seconded and unanimously approved.

Submitted by Lauren Barrett, Asst. Secretary

Approved 2/21/23