

**Regular Meeting of the Board of Trustees
EAST TRAVIS GATEWAY LIBRARY DISTRICT
May 18, 2021 Minutes**

Place: The meeting was held at the Garfield Library, 5121 Albert Brown Drive, Del Valle, TX and remotely via Zoom.

1. **Call to Order and Roll Call.** President Braxton Gregg called the meeting to order at 7:12 pm. Trustees present were: Braxton Gregg, Rita Luedecke, Gene Burklund and Tim Johnson. Others in attendance: Joe Gunter, Barbara Durkin, Brittany Burke, and Lauren Barrett.
2. **Audience Comments/Open Forum.** No action was taken on this agenda item.
3. **Minutes from April 20, 2021 meeting.** Rita moved to accept the Minutes from April 20, 2021 meeting as presented. The motion was seconded and unanimously approved.
4. **Future Library Board Meeting Guidelines** – The Board agreed that the meetings held by Zoom will come to an end now that the Covid19 crisis is under control and vaccinations have occurred. Rita moved that the Board resume meetings in person (starting June 15, 2021), with the understanding that a Board member may attend via (suitable electronic communication) Zoom if that is required to satisfy a quorum. The motion was seconded and unanimously approved.
5. **Updates and Discussion Items.**
 - a. Future library building meeting will be held as planned for late May (Wednesday, May 26, 2021 at 7:00 pm) at Garfield. Projection for starting is sometime late in 2023.
 - b. Bookmobile purchase update – New schematics are being sent and the down payment will be sent soon. Due to the origin of the vehicles and the demand for vans such as this, the anticipated delivery will be sometime around the beginning of 2022.
 - c. Flooring update – One quote so far has been obtained, waiting on other(s).
 - d. Library reopening hours will be adding one hour to the temporary open hours currently in place. 11 am -5 pm Monday through Saturday at Elroy, and 11 am – 5 pm Monday through Friday at Garfield. By Fall, Joe anticipates that both libraries will be back on the pre-pandemic open hours.

Following, 5 e. and f. were discussed out of order (after State of Libraries Report) but placed here for ease of following agenda.
 - e. Attorney Update – Andrew Tatgenhorst has been retained as legal council for the District.
 - f. Summer Reading/Circulation update – Brittany Burke. On Saturday, June 5, there will be a summer program kick-off party at Garfield from 10 am – 2 pm. There will be entertainment and patrons will each get to choose 2 free books to keep; there are no age restrictions. Summer storytime and crafts will take place from 1-2 pm Tuesdays at Elroy and 1-2 pm Thursdays at Garfield. Activities will be geared toward six age groups from infants to adults. Audio and EBooks usage is growing and this is becoming a well-utilized service.
6. **State of the Libraries Report** – Joe Gunter
In anticipation of a busy summer, Joe plans to have the Elroy carpet cleaned as it is in need. He has acquired some “Fat Head” decorations too. The District received praise on the new website and everyone is pleased with its progress. Sales tax revenues have been excellent and Barbara will provide details in her report. The State Library accreditation report was accepted. As of today, we are at day 428 of the pandemic but it has been reduced now to Stage 2.

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7. **Financial Report** – Barbara Durkin reviewed current account balances including TexPool. As reported earlier, sales tax revenues have been steady and high.
(skip to 7.b)
 - b. HDL, the sales tax assistance service, has begun recovery and has found 5 major accounts owing the District over \$41,000. Another service provided is investigation in case the District receives an audit letter. From the beginning of 2021, the District has received \$450,000 in sales tax revenues, and Nascar race is the weekend of May 22-23.
 - a. Barbara described the public sector (government plan) for retirement, which is known as a 457 plan. It is similar to, but better than a 401K to assist any employee working over 20 hours a week to contribute to their retirement. Rita moved to offer enrollment in a 457 plan to all employees who work over 20 hours per week. The motion was seconded and unanimously approved.
8. **Consider and take possible action on open Board position.** No action was taken on this item.
9. **Friends of the ETGLD** – Update – Joe reported that the Friends group formation is complete. The name of the entity is Friends of Del Valle Libraries, Inc.
10. **Closed Session** – At 7:51 pm, the Board went into Closed session.
At 8:07 pm, the Board reconvened into Regular session.
11. **Consider and take possible action on items discussed in Closed Session.** No action was taken on discussions held.
12. **Adjournment** – at 8:07 pm, Rita moved to adjourn the meeting. The motion was seconded and unanimously approved.

Submitted by Lauren Barrett

Approved 6/15/21