

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

April 20, 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 7:10 pm. Trustees present were: Braxton Gregg, Rita Luedecke, and Gene Burkland. Tim Johnson is trying to login (was not present). Others in attendance: Joe Gunter, Barbara Durkin, and Lauren Barrett.
2. **Audience Comments/Open Forum.** No action was taken on this agenda item.
3. **Minutes from March 16, 2021 meeting.** Rita moved to accept the Minutes from March 16, 2021 meeting. The motion was seconded and unanimously approved.
4. **Board Action Item** – Andrew Tatgenhorst is moving to another law firm. The Board briefly discussed then Rita moved to retain Andrew Tatgenhorst who will now work through Thompson & Horton. Additionally, approved contacts with Andrew will be Joe Gunter or Braxton Gregg. The motion was seconded and unanimously approved.
5. **Library Building Committee Information.** Next Meeting was planned for April 28, 2021. Due to unforeseen conflicts for that date, the meeting will be postponed until the last week in May, details TBD.
6. **State of the Libraries Report** – Joe Gunter
Libraries are open! See schedule for limited open hours; curbside services continue. Floors at Garfield will be addressed next month, YouTube now has a storytime story, the website is up and running, and EBooks are gaining in popularity. Returned books and materials quarantine is 72 hours, and we're almost to Stage 2. On the business side, Budget is still holding up and Joe received notice that the Annual Report was accepted. Accreditation request is in. The alarm systems were upgraded with several new cameras installed at Elroy and upgraded DVRs for both libraries. The emergency alarm buttons are operational also. In May, Joe expects to increase open hours including nights, but virtual services will continue as a permanent addition to ETGLD. Employee positions are being evaluated taking the new building into consideration. Some minor maintenance and repairs are being made/scheduled including lights replacement at Elroy, and planning repair to the front porch at Garfield in the near future. Starting in June, the library will host some outside events. This year, no one is attending the TLA conference.
 - a. **Bookmobile Purchase** – Rita moved to go forward with the order and purchase of the proposed Mathews Specialty Vehicles MSV Series 500 Sprinter Bookmobile van (to be used as mobile outreach to underserved areas of our District). The motion was seconded and unanimously approved.
 - b. **Library re-opening schedule** – Starting in May, the libraries will be open for 5 hours/day and will be open on Fridays.
7. **Financial Report** – Barbara Durkin
 - a. **Audit Review** – Barbara has copies of the Audit Report and financials which she will mail. The accountants have completed the first quarter review.

b. & c. **Purchasing Guidelines & Procedures and Financial Control Policy** – At the recommendation of the auditor, Barbara formalized documentation of Library Director spending limits and signature policies for District purchases. The proposed additional Financial Policy/Controls in regard to Budget, checks, and Financial Manager records will protect the District and standardize our procedures. Rita moved to accept the Financial Control Policy and Purchasing Guidelines and Procedures as presented by Barbara. 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 paperwork has been submitted for formation of the Friends group.
10. **Closed Session** – At 7:50 pm, the Board went into Closed session.
At 7:53 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 7:53 pm, Rita moved to adjourn the meeting. The motion was seconded and unanimously approved.

Submitted by
Lauren Barrett, Asst. Secretary

APPROVED 5/18/2021