

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

Place: The meeting was held Tuesday, February 18, 2024, at the Elroy Library, 13512 FM 812, Del Valle, TX.

1. Call to Order: President Britta called the meeting to order at 7:03pm with the following Trustees in attendance: Britta Becker-Hammer, Braxton Gregg, and Frank Hall. Also in attendance were Director Brittany Burke Walker and Barbara Durkin. Trustee Tim Johnson arrived at 7:07pm.
2. Audience Comments/Open Forum: No action taken on this agenda item.
3. Consider and take possible action on Minutes from December 17, 2024. A motion to approve the minutes as written by Braxton and seconded by Frank The motion passed unanimously.
4. Updates and discussion items:
 - a. Consider and take possible action on the annual review of the ETGLD By-Laws. Braxton motion to approve the By-Laws without changes. Seconded by Frank. The motion passed unanimously.
 - b. Consider and take possible action on the annual review of the Finance Policy. Braxton motioned to approve the Finance Policy without changes. Seconded by Frank. The motion passed unanimously.
 - c. Consider and take possible action on the annual review of the Purchasing Policy. Braxton motioned to approve the Purchasing Policy without changes. Seconded by Frank. The motion passed unanimously.
 - d. Consider and take possible action on the annual review of the Investment Policy. Braxton motioned to approve the Investment Policy without changes. Seconded by Frank. The motion passed unanimously.
 - e. Consider and take possible action on the updates to the Policy and Procedures Guide. Brittany explained the reasoning behind the changes to pages 2 and 17 of the guides. Braxton motioned to approve the updates to the Policy and Procedures Guide as suggested. Seconded by Frank. The motion passed unanimously.
 - f. Consider and take possible action on adopting a Records Management Policy, Records Management Schedule and a Records Management Officer. Brittany explained the reason behind the Records Management policies and the process of adopting the procedures. Braxton motioned to approve adopting the Records policies and appointing Brittany as the Records Management Officer. Seconded by Frank. The motion passed unanimously.
5. Director report: Brittany highlighted the updates of the attached report.
6. Financial Report: Barbara reviewed the attached financial report. The HDL report will be emailed to the Trustees when it is available.
7. Consider and take possible action on the Board of Trustee application (s). With the Board accepting the resignation of Rachel Bean, the fifth position of Trustee is available. There were no applications to review.
8. Friends of the Del Valle Libraries-No report
9. Closed Session: no action on this agenda item.
10. Consider and take possible action on items discussed in closed session: no action on this agenda item.
11. Tim motioned to adjourn the meeting and Braxton seconded. The motion carried unanimously. President Britta adjourned the meeting at 8:05pm.