

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

September 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 7:11 pm. Trustees present were: Braxton Gregg, Rita Luedecke, Gene Burklund, and Tim Johnson. Britta Becker-Hammer was not present. Others in attendance: Barbara Durkin, Brittany Burke, and Lauren Barrett.
2. **Audience comments/Open Forum** – No action was taken on this agenda item.
3. **Minutes from August 17, 2021 meeting** - Rita moved to accept the Minutes from August meeting as presented. The motion was seconded and unanimously approved.
4. **Board Action Items.**
 - a. Employee Handbook: Rita moved to accept the 2021 updated Employee Handbook. The motion was seconded and unanimously approved.
 - b. New employee: Rita moved that the Board authorize Brittany to post an ad and have the authority to hire a second new employee at 20 hours per week. The motion was seconded and unanimously approved.
 - c. Covid Protocols: Rita moved that the Board accept (approve) the Covid protocols for employees of ETGLD as printed. The motion was seconded and unanimously approved.
 - d. Covid Vaccination and/or Testing: Rita moved to require employees to either get Covid vaccinations OR to participate in biweekly testing as an alternative to getting the vaccination. The motion was seconded and unanimously approved.
 - e. New land purchase clearing: Rita moved to hire Brandon Borthwick to clear the Ross Road property. The motion was seconded and unanimously approved.
 - f. Sign on Ross Road land: Rita moved to approve spending up to a maximum of \$1,200 to design, create, and erect a “future home of” sign for the Ross Road land. The motion was seconded and unanimously approved.

At 7:37 pm, the Board opted to enter into Closed session.

At 7:51 pm, The Board reconvened into Open session.
 - g. Open Library Director position: No action was taken on this agenda item.
5. **Library facilities/updates and action items.**
 - a. and b. – Garfield former kitchen area of walls, plumbing and floor modifications were discussed with photos and bids presented. The Board opted to investigate further prior to taking action on these agenda items.
 - c. Regarding the ongoing issues with the restroom plumbing, Rita moved to go ahead with the system that will resolve this problem. The motion was seconded and unanimously approved.
6. **Interim Library Director updates** – Brittany reported that the libraries are being updated/cleaned up and effort has been made to better coordinate the two libraries. An open house *for DVISD teachers and librarians* is planned to share the upgrades to the Garfield Library for outreach purposes as well as attracting potential new Friends. Because traffic is an issue, evening hours will be implemented so patrons have more time to get to the libraries to use the services (this will be scheduled for Tuesdays and Thursday evenings). ETGLD will not be

hosting National Night Out this year but will participate with outreach at another organization's location.

7. **Bookmobile update** – Currently the vehicle is scheduled to be in engineering process, and Barbara will be checking in and verifying that progress is being made.
8. **Financial Report** - Barbara reviewed her report and summarized current financial holdings.
 - a. HDL's findings continue to benefit the District's sales tax recovery.
 - b. Barbara is checking on and verifying the TML coverage for next month.
 - c. – e. In addition to changing signing authority due to Joe's departure, Barbara is hoping to move more maturing CDs into Texpool Prime. In order to do so, there will be a very small change required for the Investment Policy (to add Texpool Prime in addition to Texpool). For now, as the CDs mature, they can be temporarily rolled over into Texpool, then later to Texpool Prime. Rita moved to approve the rollover of CDs as described, to open a new Texpool Prime account, and to amend the Investment Policy to add Texpool Prime as an approved investment. The motion was seconded and unanimously approved.
 - f. The Board discussed the new 457 retirement program. Rita moved to go with the 457 with an employer matching contribution of up to 3% for those who qualify and opt to participate in the program. The motion was seconded and unanimously approved.
 - g. Regarding medical benefits, Rita moved that the District offer employees working over a 20 hour week coverage based on their years of service. For those who have worked less than 3 years, the District will pay 80%, and for employees who have worked more than 3 years, 100%. The motion was seconded and unanimously
9. **Friends of the Del Valle Libraries, Inc.** – No report on this agenda item. Hoping for a more active Friends by November.
10. **Consider and take possible action on items discussed in Closed Session.** No action was taken on this agenda item.
11. **Adjournment** – at 8:40 pm, Rita moved to adjourn the meeting. The motion was seconded and unanimously approved.

Submitted by Lauren Barrett
Assistant Secretary

Approved 10/19/21 with corrections