

**Regular Meeting of the Board of Trustees
EAST TRAVIS GATEWAY LIBRARY DISTRICT
February 15, 2022 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 Rita Luedecke called the meeting to order at 7:00 pm. Trustees present were Rita Luedecke, Tim Johnson, Braxton Gregg, Gene Burklund, and Britta Becker-Hammer. Others in attendance: Barbara Durkin, Brittany Burke, Lynn Luedecke, Lauren Barrett, and Mary Stewart Miller arrived and joined the meeting, at 7:02 pm.
- 2. Audience comments/Open Forum** – No action was taken on this agenda item.
- 3. Minutes from November 2021 and January 2022.** Gene moved to accept the minutes as presented. The motion was seconded and unanimously approved.
- 4. Board Action Items:**
 - a. Regarding the proposed update to Policies and Procedures, Britta moved to change the wording at the beginning to clarify as proposed. The motion was seconded and unanimously approved.
 - b. To clarify the manner in which employees can use paid time off, Brittany recommends an update to the Employee Handbook to explain use of FMLA and employees' paid leave for extended absence from jobs. Braxton moved to accept this clarification on FMLA and add it to the Handbook. The motion was seconded and unanimously approved.
 - c. Andrew Tatgenhorst prepared a lease for the contractors (CGL) building the clinic at Elroy and Ross Road, authorizing the use of the District property for space for an office. Additionally, he recommended determining a fair rental fee, obtaining a waiver of subrogation, and ensuring that the company has appropriate insurance (getting a copy of CGL certificate of insurance showing additional coverage). The Board brought up a few other issues to be answered: length of time, will this affect tax rate, possible liability insurance, and cost per month which should include them maintaining the property during the lease period.
- 5. Library Facilities updates and action items:**

Lynn and Gene inspected at Garfield to compare the quotes received previously for work to be done to convert the kitchen area to office workspace. The extensive ventilation system and roofing will be done first. At Elroy, the employee entrance door has been not working properly and needs to be fixed.
- 6. Library Director report:** Brittany reported increased interest in bilingual books and in general, circulation numbers are increasing. The switchover to Vintage IT has been smooth. Austin Public Health has been regularly adding to the information provided regarding services available.
- 7. Bookmobile Update** - Brittany learned that the build will now begin in April, so the staff will continue to plan for materials for it.
- 8. Financial Report** - Barbara summarized reports.
 - a. Due to the new personnel and some others on accounts who are no longer with ETGLD, the District needs to amend signers on the TexPool and FNB accounts. Braxton Gregg moved to update First National Bank of Bastrop and TexPool accounts to add Brittany Burke and Britta Becker-Hammer, Secretary (retaining

President Rita Luedecke, and Barbara Durkin) and to remove other parties (remove Becky Carwile, Gene Burklund, Braxton Gregg, and Joe Gunter). Additionally he moved to grant electronic access to Barbara Durkin and accountant Christelle Wolfe. The motion was seconded and unanimously approved.

- b. TexPool updates - covered above.
 - c. 2021 Audit - Barbara is ready to provide requested information for the auditor.
 - d. 2022 Budget - Barbara noted and explained minor updates to the 2022 Budget.
- 9. Friends of the Del Valle Libraries, Inc. -** No action was taken on this agenda item.
- 10. Closed session -** At 7:49 pm, the Board entered into Closed Session
At 8:30 pm, the Board reconvened into Regular Session.
- 11. Consider and take possible action on items discussed in closed session.** Revisiting agenda 4.b., Tim moved that the District implement the basic unpaid FMLA guidelines as required and discuss (with HR) how to determine appropriate use of employee benefits past the 6 weeks' leave. The motion was seconded and unanimously approved.
- 12. Adjournment -**at 8:33 pm, Gene moved to adjourn, the motion was seconded and carried unanimously.

Submitted by Lauren Barrett
Asst. Secretary
Approved 3/15/22