

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

**October 18, 2022**

**Place:** The meeting was held at Elroy Library, 13512 FM 812 , Del Valle, TX.

1. Call to Order and Roll Call. President Rita Luedecke called the meeting to order at 7:00pm. Trustees present were Rita Luedecke, Braxton Gregg, Gene Burklund and Tim Johnson. Britta Becker-Hammer was absent. Others in attendance: Barbara Durkin and Director Brittany Burke
2. Audience Comments/Open Forum: No action taken on this agenda item.
3. Consider and take possible action on Minutes from September 20, 2022. Braxton moved to accept the minutes as written. The motion was seconded and unanimously approved.
4. Moved after agenda #13
5. Consider and take possible action on Policy Guide updates. Brittany presented the minor changes to the Policy Guide to better clarify Requests for reconsideration to include only patrons that live in the ETGLD district. Motion by Braxton to update the Policy Guidelines as presented. The motion was seconded and unanimously approved.
6. Consider and take possible action on Mobile library change order for the graphic wrap. Brittany reviewed the program to design the graphic wrap for the new Mobile Library that will be done by Matthews Specialty Vehicles (about the same price as having it done in Austin). The product change order includes prices for full wrap at \$6500 or half wrap at \$4800. Decision on which size wrap will be decided after the designs are reviewed. Motion to approve the change order for the vehicle wrap by Braxton. The motion was seconded and unanimously approved.
7. Closed Session at 7:06pm Staff Budget update. Returned from Closed session at 7:08pm. Motion to accept the slight corrections made to the previously approved employee salary chart by Braxton. The motion was seconded and unanimously approved.
8. Facilities/Equipment – Barbara presented the two RFP’s from Toshiba Business Solutions and Knight Office Solutions for replacing the two MFP/Copiers at Elroy and Garfield whose lease is expiring in March of 2023. Pros and cons of each MFP were discussed with the recommendation by both Brittany and Barbara to purchase vs. leasing the equipment utilizing the 2022 Capital IT expense. Final action to be taken at the November meeting.
9. Library Director report: Brittany reviewed the ongoing updates at Garfield’s Office makeover, comparison of physical and eBook checkouts for the year to date in 2022. Updates on Staff happenings and the upcoming Design Party for the Mobile Library wrap. Also hosted Dell Med events at Elroy. Brittany noted that more and more people are coming to our branches for events and programs. Upcoming possible program with DVCC would have Elroy host a “Freedge” program which would be an outdoor refrigerator/pantry under the pavilion. More information is pending on how it would work. Both branches will be closed Oct. 21 & 22 due to F1 at COTA and on Friday we’ll have a Staff In-Service training day.

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10. New Building update: Brittany met with PGAL and Eric from PLAN on Sept. 26<sup>th</sup>. Eric and Brittany will work on the general plan the District wants to have the new library achieve then PGAL will be able to put a rough design together that will be sufficient for submission for the site development permits. Once submitted it's estimated a 14-month turnaround for the county/city permits.
11. Mobile Library update: Mary has excelled in the Mobile Library Manager position and is making decisions on slight changes on the interior to achieve our current vision. The basic route has been sketched out. Question was asked about why no stops in the western area or Creedmoor. Brittany will check with Mary regarding these areas.
12. Financial Report:
  - a. Barbara presented the current financial report with current balances in our FNB and Texpool/TexPrime accounts. Sales tax revenue account for Oct (Aug sales tax) \$244,218 which includes \$48,500 in recovered audits from both HDL and TX Comptroller's office. Sales tax for the 3<sup>rd</sup> quarter has been paid. Our TML Risk Management insurance was received (about 6% increase) and paid. Not included is the cost of insurance for the Mobile Library which is budgeted under the Mobile Library budget.
  - b. 2023 Budget review and cover page of explanations was handed out. Vote will be in November.
13. Friends of the Del Valle Libraries, Inc. update: Brittany will be attending a PLAN networking meeting on Friends groups.
- #4 (moved here) Consider and take possible action on Resolution for Construction Manager at Risk (CMAR) selection. The resolution was read by Brittany and Braxton motioned to accept the Resolution as written. President Rita and Vice President Gene signed the resolution. The motion was seconded and unanimously approved.
14. Consider and take possible action on items discussed in closed session. Completed on agenda item #7
15. Adjournment: At 7:54pm, Braxton motioned to adjourn, the motion was seconded and carried unanimously.

Submitted by Barbara Durkin

Approved 11.15.22