

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

Place: The meeting was held Tuesday, December 17, 2024, at the Elroy Library, 13512 FM 812, Del Valle, TX.

1. Call to Order: President Britta called the meeting to order at 7:02pm 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 7:06pm.
2. Audience Comments/Open Forum: No action taken on this agenda item.
3. Consider and take possible action on Minutes from November 19, 2024. A motion to approve the minutes as written by Frank and seconded by Braxton The motion passed unanimously.
4. Updates and discussion items:
 - a. Consider and take possible action on Nominating and Electing 2025 Offices of President, VP and Secretary. Discussion followed. A motion to accept the following slate of officers: President Britta Becker-Hammer, Vice President Tim Johnson, Secretary Braxton Gregg was made by Braxton and seconded by Frank. The motion carried unanimously.
 - b. Administer the Trustee Oath of Office and swearing in of newly elected Board Officers: Barbara Durkin administered the oath and notarized all required documents.
 - c. Consider and take possible action on approving the Job Description for the Director: Brittany explained that there was not a written description for the Director job so she researched and presented the attached document to the Board. Discussion and clarification followed. Braxton made a motion to accept the document with one correction and Frank seconded the motion. The motion carried unanimously.
5. Director report: Brittany highlighted the updates at the Garfield and Elroy branches including Movie Nights and Craft Nights during the holiday season. Report attached.
6. Financial Report: Barbara reviewed the attached financial report. Review of the financial report and explanation of the HDL report followed. The 2024 audit is expected to begin in January.
7. Friends of the Del Valle Libraries-Barbara noted that the Friends bank account at FNB was finally opened last week.
8. Closed Session: no action on this agenda item.
9. Consider and take possible action on items discussed in closed session: no action on this agenda item.
10. Tim motioned to adjourn the meeting and Braxton seconded. The motion carried unanimously. President Britta adjourned the meeting at 8:07pm