

Regular Meeting of the Board of Trustees
EAST TRAVIS GATEWAY LIBRARY DISTRICT
Place: Garfield Library
5121 Albert Brown Drive, Del Valle, TX 78617

July 23, 2018 at 7:00 p.m.
MINUTES

(note: July 17 regular meeting was not held due to no quorum)

1. **Call to Order and Roll call.** President John Reynero called the meeting to order at 7:03 p.m. Trustees present were: John Reynero, Gene Burklund, Cathy Olive, and Rita Luedecke. Others in attendance: Braxton and Angela Gregg, Thomas Higgins, Cliff and Lynda Sparks, Jean Phipps, and Lauren Barrett.

At 7:05 p.m., the Board opted to go into closed Executive Session.
At 7:34 p.m., the meeting reconvened.

2. **Open Forum – no action was taken.**
3. **Discussion/Action Items.**

Rita moved to appoint Braxton Gregg to fill the vacancy on the Board. The motion was seconded and unanimously approved.

Lauren and Jean reported on Friends of ETGLD formation meeting. Rita moved that the Board (District) assist the Friends for 90 days to support formation of the Friends. The motion was seconded and unanimously approved.

Fence for Alberthal property easement was discussed; no action was taken.

Regarding bids on lawn mowing: the Board decided to authorize Paula to choose the most reasonable bid for each library, and keep the other quote contacts in case service is not acceptable.

Head Librarian report and Treasurer's report were distributed; no action was taken. Jean will look into ProQuest quote to determine whether it would be prudent to purchase one genealogy program at a time or purchase the package of all three.

Lauren reported that two prescreenings of potential candidates for Library Director have been performed (by phone due to the candidates' out of area location). Board will conduct video interview using Skype or similar service prior to determining whether an on-site interview will be needed. Medical insurance through, most likely, TML should be offered to full-time

employees and vacation/sick benefits were discussed. Regarding Blakeman manual: there are many new rules/laws/best practices additions since our manual was issued. Lauren will ask Michelle (again) to see if we can include just some of them for a lower cost or if we need to include all new provisions.

Thomas Higgins prepared a report for the Board which was distributed, included time clock, security, PC upgrades needed, and long range updates. Time clock at Elroy will be running in about 2 weeks, then there will be a minimum 2 week coverage to check time clocks against hand-written time slips.

There has been some misuse of the new TV in Elroy Learning Center. Learning Center Policy needs to be updated to add provisions for the use of the TV and possibly other equipment.

August 10 is the Library District meeting; Cathy, Rita, Jean, and Cliff plan to attend.

Adjournment. At 9:04 pm, Rita moved to adjourn the meeting. The motion was seconded and unanimously approved.

Lauren Barrett

Assistant Secretary to the East Travis Gateway Library District Board of Trustees and
Administrative Assistant to the President