

Regular Meeting of the Board of Trustees
EAST TRAVIS GATEWAY LIBRARY DISTRICT
Place: Elroy Community Library
13512 FM 812, Del Valle, TX 78617

June 19, 2018 at 7:00 p.m.
MINUTES

1. **Call to Order and Roll call.** President John Reynero called the meeting to order at 7:01 p.m. Trustees present were: John Reynero, Gene Burklund, Cathy Olive, and Rita Luedecke. Others in attendance: Jean Phipps, Andrew Tatgenhorst, and Lauren Barrett. Cliff Sparks was not in attendance.

At 7:02 p.m., the Board opted to go into closed Executive Session.

At 7:27 p.m., the meeting reconvened.

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

Minutes from Regular Meeting May 15, 2018. Rita moved to accept the meeting minutes as presented. The motion was seconded and unanimously approved.

- a. Rita read Resolution (included in file) in its entirety. In summary, the Resolution authorizes the sale of surplus real property located at 16219 Greenwood Drive, for at or above the appraised value. Following, she moved to adopt the resolution. The motion was seconded and unanimously approved.
- b. Upcoming purchase suggestions.
 - i. New library cards and samples were distributed. The Board agreed that these cards are a great idea and will pursue.
 - ii. Ancestry.com for Libraries was agreed upon as a good benefit for patrons. Jean will pursue pricing for the Library edition.
 - iii. Mail box for Elroy patrons was discussed. Rita moved to purchase the “global postal box with post” for library patrons and community. The motion was seconded and unanimously approved. .
 - iv. Self-serve copy machine – The Board agrees that this is worth pursuing but more information is needed to make a decision to move forward with this purchase.
- c. Regarding subcontractor assessment, two bids were received for IT services. A free assessment was done by vendor and CTLS is available to perform assessment. Lauren will ask brother-in-law for contacts.

- d. Regarding Board vacancy, three were interviewed. One candidate needs to be contacted to determine suitability. Search will continue for now.
- e. Lauren read Thomas Higgins' proposal for IT upgrades (included in file). Rita moved to sign up for the \$299 hardware/software and also approved \$399 for purchase of the time clock for Elroy. The motion was seconded and unanimously approved.
- f. Regarding building fund, Cathy and Rita volunteered to head committee to meet with the planner for upcoming building projects. John will look into storage buildings for the space/storage for Elroy for the near future. Also, we need to look into needs at Garfield for activities.

On Garfield, a new AC unit will be required soon. John obtained one quote so far. Rita will ask Jason Baker for a quote.

- g. Jean presented Head Librarian and Treasurer's Reports. No action was taken on information in these reports. Jean suggested that CTLS offers a free Board training that the Board agreed will be beneficial when the Board is five members.
- h. Jean will spend ½ day two days/week at Elroy. In updates to policy manual, the Board agreed that employees should be paid for all time spent in service on jury duty (previously one day paid was allotted). Regarding insurance, TML should be investigated in order to provide insurance option to full-time employees. Question arose whether café rent can be deposited into Friends' account – Andrew will be consulted.

4. **Adjournment.** At 9:08 pm, Gene 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