

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

November 21, 2017 at 7:00 p.m.  
MINUTES

1. **Call to Order.** President John Reynero called the meeting to order at 7:07 p.m..
2. **Roll call.** Trustees present were: John Reynero, Gene Burkland, and Marie Sanchez. Others in attendance: Cliff Sparks, Jean Phipps, Cathy Olive, Rita Luedecke, Will Davis, and Lauren Barrett. Roger Bartlett arrived just after Roll Call at 7:10 pm.
3. **Minutes from October 17, 2017.** Marie Sanchez moved to accept the minutes as presented. The motion was seconded and unanimously approved.
4. **Old Business and Action Items.** Marie moved per Board decision to add Cathy Olive and Rita Luedecke to fill the open positions (on the ETGLD Board). The vote was seconded and unanimously approved. Roger distributed Oaths of Office for signatures, and Jean notarized the documents. Roger explained the terms of office as well as the requirement for annual election of officers (President, Vice President, and Secretary) to be done by or before January for the new year. The Board will do this in the December meeting for 2018. Jean passed out copies of Robert's Rules of Order. All Board members are required to complete open meetings training; it is available on YouTube. Roger will email By-Laws with adjustments discussed in past meetings, so that the Board may review and possibly vote to accept them. Regarding the Creedmoor computers, Thomas said they are basically set up now. The Board discussed how to service the west/southwest areas included in the District. Currently, the Garfield and Elroy branches have the east/Northeast well covered. Marie moved per Board decision, all employees will receive a \$1/hour raise, retroactive September 1, 2017. The motion was seconded and unanimously approved. Marie moved per Board decision, Lauren Barrett will receive a \$50/month pay raise. The motion was seconded and unanimously approved. The annual Holiday party/dinner will be held at "Hit the Spot" on Thursday, December 7. Rita moved to open the party to employees, Board members and volunteers, at the expense of the District. The motion was seconded and unanimously approved. Regarding Garfield survey, Henry and John are still working on obtaining surveys before anything else can happen. Henry agreed to follow up with the paperwork as soon as it is completed.
5. **Head Librarian's Report.** Jean distributed her report, statistics, and other materials. Jean requested RSVP for the holiday dinner mentioned above. Included in the packet is Faye Washington's official resignation letter. Both libraries will close early (noon) Wednesday, be closed for Thanksgiving and Black Friday. They will return to normal hours Saturday. At Elroy, the Fall Fest was a great success, and on November 7, a large number of community members voted, as we were again a polling place. Christina Trevino is a new employee who has been

hired to help with scheduling activities at the Learning Center. On Saturday, December 16, there will be a Christmas Craft Sale/Party from 9-12. Many new activities are planned including the free microchip clinic. Meals on Wheels will present a plan for a "social organizer" concept; an individual who can assist planning for events for the District. At Garfield, volunteer Raquel Fry has been assisting, and Lynda Sparks has been hired to work evening hours. In addition to upgrades to the café and the new carpet reported last month, there are new chairs in the library.

6. **Treasurer's Report.** Cliff distributed the Treasurer's Report. Due to many events, the sales tax revenues were much higher than average. The audit is still not complete. Cliff reported that a letter of engagement must be prepared and signed to get an earlier start on the next audit. The auditor has and will make suggestions on how to improve the process.

7. **Consider such other matters as may come before the Board.** Roger informed the Board of the requirement (annual) of an Investment Policy. Basically, this document outlines the District's assurance that funds are held in insured accounts. He will email the current policy to the Board so it can be reviewed and either approved or updated at the December meeting (in the latter case, it would be voted upon in January). Will Davis introduced himself and expressed interest in the District. He suggested that the District website contain more detailed and up-to-date information.

At 8:37 pm, Gene moved to adjourn the meeting (and go into executive session). 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