

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

March 20, 2018 at 7:00 p.m.  
MINUTES

1. **Call to Order.** President John Reynero called the meeting to order at 7:00 p.m.
2. **Roll call.** Trustees present were: John Reynero, Gene Burklund, Marie Sanchez, Cathy Olive and Rita Luedecke. Others in attendance: Cliff Sparks, Jean Phipps, and Lauren Barrett.
3. **Minutes from February 6, 2017.** Lauren added a note regarding Lina Limon presentation to the minutes distributed earlier to the Board. With that addition, Rita moved to approve the minutes as presented with that correction, The motion was seconded and unanimously approved.
4. **Old Business.** Regarding Garfield property for sale: the realtor's fee will come out to approximately 3%, and there have been some offers (low). The Board decided by consensus to remain firm on the asking price for the time being, as the listing is new. Security cameras should be finished tomorrow (the new router has been installed). ESL program: the Board is going to try to partner with DVISD with cooperative efforts to keep classes going through the summer. Cathy has been continuing to research sales tax revenues collection.
5. **New Business and Action Items.** Rita moved to appoint Lauren Barrett to assist with personnel issues (as previously discussed in executive session). The motion was seconded and unanimously approved. Karate policies and details of Frank's business need to be investigated to ensure that he is not operating as a "for profit" business. Bid policy was discussed briefly and the following numbers were proposed: less than \$1,000 one Board member can approve, \$1,001-\$2,500 two Board members required to agree on expense, and greater than \$2,500 minimum of 2-3 bids required as well as majority Board approval. For activities, Paula often gets bids and the question arose as to budget for activities as well as bids. Jean and Lauren will follow up and request information about her current process. The Board decided that, at this time, maintenance can be handled by John (with outsourcing as necessary). Some of the Board members do not have keys and codes to the main library building – they can be issued if requested. With vacation/maternity/sick leave, Jean feels that the current staff can cover absences. Regarding political and religious displays/photographs etc.: per Roger, a photograph with no caption on an employee desk is acceptable. Any display with opinions or captions in the library is not appropriate. In executive session the Board discussed Jesse's rent increase and then Cliff performed a study of two years' of utility bills to assess whether his contribution toward utilities are adequate. Based on discussion and study, Rita moved that the District start collecting \$1,800/month rent and \$1,100 for utilities (this doubles the rent and increases utility

payment by about 45%), starting April 1, 2018 and submitted a draft lease subject to (to be approved) Roger's approval. The motion was seconded, Cathy abstained from voting; the remainder of the Board unanimously approved the motion. The website is progressing and Cathy distributed samples of possible logos submitted by the web designer. The Board unanimously chose 'logo #1' with red letters.

6. **Head Librarian's Report.** Jean distributed her report, statistics, and other materials. Jean completed and submitted the annual State Librarian Report, due March 31. Del Valle Child Development Center requested \$2,500 for books. Del Valle Opportunity Center requested \$1,500 for books for English classes. Del Valle scholarships given in the past need to be discussed, and Paula is working with the Optimist Club again on ETGLD scholarships program. At Elroy, the senior continue to enjoy the meals on wheels and other activities including parties, and Fresh for Less continues to offer fresh produce on Thursdays. The Learning Center was a polling place and also the Health Fair on March 13 was well attended. Emancipet's clinic was very well attended and should allow them to arrange for Elroy to be a regular location for spay/neuter services. At Garfield, Christina Gallo has organized an outreach program on gun violence that will be scheduled for a future date due to the recent package bombings. "Snakes in the Library" event on March 16 was well attended. Referring back to requests for donations, Gene moved to leave the donation to DV Child Development Center at \$2,500 (same as previous years). The motion was seconded and unanimously approved. Marie moved to donate \$1,500 for books to the DV Opportunity Center for books for their English classes. The motion was seconded and unanimously approved. After some discussion, Gene moved to donate \$10,000 toward the DVISD scholarship program. The motion was seconded and unanimously approved. Following, Rita moved to put \$20,000 toward the ETGLD scholarship program. The motion was seconded and unanimously approved.
7. **Treasurer's Report.** Cliff distributed the Treasurer's Report. The Investment Committee met. CDARs accounts are still doing well. Bids for the new septic at Garfield are going to be necessary and Cathy will send another contact to John. Due to Board members moving, retiring, and resigning, bank records need to be updated. Rita moved to add Cathy Olive and Gene Burklund as approved signers on the primary checking account. The motion was seconded and unanimously approved. Cliff let them know they will need to go in person to the bank and provide photo ID and signature; also the bank will need the Board minutes with the above motion approval. Additionally, Rita moved to remove former Board members Faye Washington, Joy Holt, and Henry Foradory from all ETGLD accounts as signers. The motion was seconded and unanimously approved.
8. **Consider such other matters as may come before the Board.**

At 9:15 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