

Regular Meeting of the Board of Trustees

EAST TRAVIS GATEWAY LIBRARY DISTRICT

March 15, 2022, Minutes

Place: The meeting was held at Elroy Library Learning Center, 13512 FM 812, Del Valle, TX.

1. **Call to Order and Roll Call.** President Rita Luedecke called the meeting to order at 7:04 pm. Trustees present were Rita Luedecke, Gene Burklund, Braxton Gregg, Britta Becker-Hammer, and Tim Johnson arrived at 7:07pm. Others in attendance: Barbara Durkin and Mary Stewart Miller.
2. **Audience comments/Open Forum** – No action was taken on this agenda item.
3. **Minutes from February 15, 2022.** Gene moved to accept the minutes as presented. The motion was seconded and unanimously approved.
4. **Board Action Items:**
 - a. Regarding ETGLD Employee handbook update to FMLA. Information from our HR consultant, Blakeman & Associates, was presented regarding the best practices. Discussion followed. Britta motioned to implement a total of six (6) weeks paid leave policy during one calendar year for employees who qualify for FMLA which includes parental leave and the paid FMLA leave must come prior to using any of the employee's PTO. Motion seconded and unanimously approved.
 - b. Regarding the Contractor for the Health clinic. They have declined our terms for the use of our property during the construction.
 - c. Regarding TML Liability Insurance for the vacant lot on Ross & Elroy. TML replied that the cost would be \$200 to \$300 for an acre per year. Braxton motioned to add Liability Insurance to our policy to cover the vacant lot on Ross & Elroy. The motion was seconded and unanimously approved.
5. **Library Director report:** Brittany was not able to attend due to a family emergency and Mary Stewart Miller reported that Garfield's story time on Wednesday's at 11:00am and 1:00pm is doing well and both branches are providing games, puzzles, coloring activities and snacks during Spring Break week. She has also reached out to the DVISD librarians and parental liaison office regarding our activities during the week. We've been invited by DVISD to a Gilbert Elementary School event later this month. Summer reading program coming together with the national theme of Oceans of Possibilities. Our program will start on Saturday, June 4th and end on Saturday, July 30th. There will be programs at both branches twice a week. The District was awarded by TSLA the Family Place Library Grant for 2022 in the amount of \$6,000.00 to provide material and training to be sure that all children enter school ready and able to learn by offering early childhood parental classes. Both Mary Stewart and Brittany will be taking training classes this spring. Braxton gave Brittany a contact for the STEM Technology program for robotics in public libraries. Barbara noted that we have two new employees: Dawn Scott began February 21st with 15 hours a week between Elroy & Garfield with many years' experiences as both a elementary teacher and librarian. And Jonathan Hernandez began on March 10th with 30 hours per week. He is a Del Valle area college student on a GAP year and will be a temporary employee to help cover while Alexis is out on parental leave. He has no previous experience but very willing to learn. He is a native Spanish speaker which is very helpful at Elroy

6. Library Facilities update:

- a. Regarding stolen security cameras at Elroy. Reported to Sherriff department with video backup and also reported to TML Risk Management. The replacement cost and installation were less than our \$1000 deductible. Second small incident last week at 2:00am with person utilizing the pavilion area and upending a picnic table. No damage done.
- b. Regarding the Garfield roof repairs. Jennifer obtained 3 estimates and recommended Save a Roof at \$5250.00. Braxton motioned to repair the Garfield roof and the cost not to exceed \$6000.00. The motion was seconded and unanimously approved.
- c. Regarding maintenance mowing on district vacant property at Elroy & Ross. Discussing on having Barbara look for a company to provide mowing.

7. Mobile Library Van update: Barbara reported no change.

8. Financial Report – Barbara Durkin Current balances in FNB and Texpool accounts were presented and Barbara reviewed the HDL quarterly report noting that they have recovered to date 27 accounts with 27 more pending verification by TX Controller.

- a. Regarding the annual review of Investment Policy, Purchasing Policy and update Financial Policy. Braxton motioned to approve the current Investment Policy and Purchasing policy as is and update the Financial Policy page 4 paragraph 3 Fixed Assets Capitalization Policy to read 'costing \$1000' instead of \$500. The motion was seconded and unanimously approved.
- b. 2021 Audit: draft received and will be reviewed by Barbara prior to final audit being completed. Gary West has offered to come to a Board meeting to review. Board declined the offer.

9. Friends of the Del Valle Libraries, Inc. - Barbara reported that all of the Friend's required documents have been filed.

- 10. Closed session -** At 7:50 pm, the Board entered into Closed Session
At 7:55 pm, the Board reconvened into Regular Session.

11. Consider and take possible action on items discussed in closed session.

No action was taken on this agenda item.

Adjournment -at 7:58 pm, Braxton moved to adjourn, the motion was seconded and unanimously approved.

Submitted by Barbara Durkin

Admin. Asst/Bookkeeper

Approved 4/19/22