

Regular Meeting of the Board of Trustees
EAST TRAVIS GATEWAY LIBRARY DISTRICT
November 17, 2020
Minutes

Place: The meeting was held at the Elroy Library Learning Center, 13512 FM 812, Del Valle, TX and remotely via Zoom for those uncomfortable in a meeting setting.

1. **Call to Order and Roll Call.** President Braxton Gregg called the meeting to order at 7:05pm. Trustees present via Zoom were: Braxton Gregg, Rita Luedecke, Gene Burklund and Becky Carwile (joined at 7:12pm). Others in attendance in person were: Library Director, Joe Gunter, Barbara Durkin, Jennifer Nigoche, Brittany Burke
2. **Audience Comments/Open Forum.** No action was taken on this agenda item.
3. **Minutes from October 20, 2020 Regular meeting.** Rita moved to accept the minutes as presented for the 10/20/20. The motion was seconded by Gene and unanimously approved.
4. **State of the Libraries Report-Joe Gunter** (presented out of order to have Staff present first)
 - E. 2021 Library Plan for Service/Staff presentation and Work Plan Presentation by Brittany Burke.
 - B. Director's Report presented. Noted that a new temporary part time person was hired with considerable Social Media experience to help cover Elroy while Joe R is on personal leave. BlueBonnet Electric, which services Garfield, sent us \$1200 donation.
 - C. Building Reopening Plan 2021. Keeping Curbside only service until at least January 3 whereas the Covid-19 situation will be reviewed. Adding extra hours to Elroy on Nov. 30th by opening at 11:00am.
 - A. 2021 ETGLD Budget presented and discussion followed. No action required at this time.Items D and F to be tabled until a later meeting due to time restraints.
5. **Financial Report-Barbara Durkin**
 - a. Barbara reviewed the financial report that were emailed to the Board. The 2018 & 2019 final audit reports were delivered today and Barbara will mail copies to the board.
 - b. Consider and take possible action regarding 2020 audit. The letter of engagement was received from West, Davis and Company with similar terms as previous years. Barbara will be able to start gathering documents in January. Rita moved to engage West, Davis and Company to prepare the 2020 audit. Gene seconded and the motion was unanimously approved. Barbara will send the letter via DocuSign to Braxton.
6. **Open position for the ETGLD Board**-no action was take on this agenda item
7. **Friends of the Library**-no action was taken on this agenda item

Braxton requested at 8:19pm that the Board go into closed session. The Board reconvened the regular meeting at 8:27pm.

8. **Closed session**- No action taken on closes session discussion.
9. **Adjournemnt**-8:29pm Rita moved to adjourn the meeting. The motion was seconded and unanimously approved.

Respectfully submitted
Barbara Durkin

Approved 12/15/2020