

Regular Meeting of the Board of Trustees
EAST TRAVIS GATEWAY LIBRARY DISTRICT

Place: DUE TO RESTRICTION ON GATHERINGS DUE TO CORONAVIRUS, MEETING WAS HELD
REMOTELY VIA ZOOM,.

September 15, 2020 at 7:00 p.m.
MINUTES

1. **Call to Order and Roll Call.** President Braxton Gregg called the meeting to order at 7:05 p.m.. Trustees present were: Braxton Gregg, Rita Luedecke, Gene Burklund, and Becky Carwile. Others in attendance: Library Director Joe Gunter, Barbara Durkin, Jennifer Martin, and Lauren Barrett.
2. **Audience Comments/Open Forum.** Joe introduced Jennifer Martin, a 3rd grade teacher at Gilbert Elementary. Jennifer spoke about the small library she has created and is enthusiastic to learn about the services of and have the cooperation of ETGLD and to work with the District in the future.
3. **Minutes from August 18, 2020.** Barbara corrected the fees for HDL: The fees for their services are \$300/month, resulting in an annual cost of \$3,600. Rita moved to accept minutes as corrected. The motion was seconded and unanimously approved.

4. **Library Director Report/Discussion – Joe Gunter**

Joe reports that Brittany and Jennifer have completed the shelving at Garfield for the Children’s Area. ETGLD new website will be active either this week or very soon. The summer reading books continues to be successful and will be continued. Regarding opening schedule: Joe is keeping in touch with other libraries and details will likely continue to evolve. A primary concern for the future at this point is the need for new library facilities. Joe is pursuing options. Surprisingly, the questionable AC unit at Elroy survived the summer. At Garfield, a flea infestation has developed (likely due to the feral cats that live under the building). Joe is going to have a contractor fill all cracks and holes and do a thorough sealing. Regarding future programs: no programs have been scheduled due to the unknown of reopening.

I ACTION ITEMS

- A. Regarding the Resolution stating that the library district is pursuing and researching areas of Del Valle which are currently underserved by library services and may or may not be part of the current District boundaries: Rita moved to adopt the resolution. The motion was seconded and unanimously approved.
- B. Regarding amending the By-Laws to make it possible for individuals residing within the Del Valle area but outside of District boundaries to be active on the ETGLD Board, even if they are not registered voters in one of ETGLD’s precincts: The Board discussed this agenda item. No action was taken on it at this time.
- C. Establish guidelines and create a policy for social media/public communications that specifies the District’s official point of contact for any and all governmental, business, media outlets, or private individuals: Joe described a recent occurrence that elucidated a need to have one point of contact for the public. He created a Policy to address this in a simple manner. After a date typo was noted, Becky moved to accept the Library Public Relations Policy with the date correction. The motion was seconded and unanimously approved.
- D. Regarding whether ETGLD wants to join with other library districts in an Association of Community Library Districts for the purpose of hiring a lobbyist to protect the interests of library districts and our communities in the upcoming legislative session, Rita moved to join the Association. The motion was seconded and unanimously approved.

II DISCUSSION ITEMS

- A. 2021 Election Items

- 1) Expansion of Library District boundaries.
 - 2) Board member elections for 2021.
 - B. Introduction of possible land purchase possibilities for a new library building location. Discussion on current values of library property and other available properties.
 - C. Budget message and updated calendar. Next month Joe and Barbara will present Budget for 2021, which may be lower by 17%.
 - D. Update on Insurance for Liability (Barbara Durkin). At this time, Barbara hasn't been updated on insurance liability.
- III CLOSED SESSION – Joe requested to take this agenda item out of order, later in the meeting.

5. Financial issues and report – Barbara Durkin

Barbara reported that the accounts are doing well and reviewed the balances of all accounts and investments. Sales tax is still down, of course. The Board had received a copy of the 2019 draft audit and there were no questions. Barbara shared the Sales Tax Snapshots. Rita moved to accept the Audit for 2019. The motion was seconded and unanimously approved.

6. Open position for Board member – no action was taken on this agenda item.

7. Friends of the Library – no action was taken on this agenda item.

AT THIS TIME, 8:22 PM, JOE REQUESTED THAT THE BOARD ENTER INTO CLOSED SESSION.

AT 8:36 PM, THE BOARD RETURNED TO THE MEETING.

8. Closed session – no action was taken on this agenda item.

9. Adjournment - at 8:37 pm, Rita moved to adjourn the meeting. The motion was seconded and unanimously approved.

Lauren Barrett

Administrative Assistant to the President and the Board of ETGLD