

**MINUTES
BENBROOK LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
APRIL 09, 2001**

Benbrook Public Library
1065 Mercedes Street
Benbrook, Texas 76126
6:30 P. M.

MEMBERS PRESENT:

Manny Gonzalez	Jean Sherwin
Rick Heyser	Ann Ziehe
Roxanne Hoyt	

MEMBERS ABSENT:

None

ALSO PRESENT:

Mike Baldwin	Amy Hoyt
Sarah Boyd	Diane Hughes
Donna Crocker	Whitney Hughes
Amber Davis	Carroll Larson
Shantel Ferguson	Bob Olmstead
Shawna Howard	Ed Pennington

I. CALL TO ORDER

The meeting was called to order at 6:30 p.m. A quorum was present and due notice had been published.

II. INVOCATION - Ann Ziehe

III. CONSIDERATION OF MINUTES

The minutes of the meeting of the Board held on March 05, 2001 were distributed. Motion (Sherwin), second (Gonzalez), carried (unanimous) that the minutes be approved as distributed.

IV. REPORTS

A. DIRECTOR

Baldwin submitted the *Library Director's Report for March, 2001* which listed these activities (summary):

- >Wrote and submitted reports for Establishment Grant, TIF Grant, and NTRLS
- >Oversaw installation of electricity and cabling for computers
- >Attended: PLANT meeting, TIF training, NTRLS system meeting, TLA annual conference
- >Sent required public notice of Library Board election and submitted article about the Library to Benbrook newspapers
- >Conducted drawing for places on ballot for Library Board candidates
- >Ordered Library's bar codes and new library cards
- >Made Board-requested revisions to proposed Internet policy
- >Arranged for regular lawn care for Library with Baley Landscaping
- >Obtained information on requirements for dumpster enclosure

B. TREASURER

1. March, 2001 (Summary):

		YTD Totals:
Beginning Balance	\$299,172.64	
Total Deposits	46,992.73	215,085.09
Total Expenses	51,392.05	777,101.43
Ending Balance	\$294,773.32	

2. Noted: Sales tax was down from last year at this time. The unusually large amount in "Miscellaneous" reflects reimbursement by the city for a double payment on payroll.

V. OLD BUSINESS

A. INTERNET POLICY

The Board reviewed comments on the Proposed Internet Policy that were submitted by Benbrook citizens and the revised policy presented by the Director. Motion (Heyser), second (Hoyt), carried (unanimous) to approve the Internet Policy as presented in its revised form, amended to include various changes in wording of the "Juvenile Use of Library Computers Agreement" suggested by the Trustees. The vote was polled: each Trustee responded "aye" to the motion.

B. INVESTMENT POLICY

Manny Gonzalez, Board Investment Officer, presented the proposed "Benbrook Library District Investment Policy". The

Trustees will review this document, and Gonzalez will submit it to the Board's attorney for review. The policy, with any recommended changes, will then be presented for the Board's approval.

C. INVESTMENT POLICY - TEXPOOL RESOLUTION

To allow for time for review and also to expedite investment of funds, the Board will meet on April 23 at 6:30 p.m. to deal with both the TexPool Resolution and Investment Policy.

D. APPROVAL OF METROPAC CONTRACT

Motion (Gonzalez), second (Ziehe), carried (Gonzalez, Heyser, Ziehe in favor; Hoyt, Sherwin opposed) to adopt the MetroPac contract at 10 shares to be situated according to the discretion of the Director.

E. PORTABLE SIGNAGE

Baldwin will look further into the possible use and cost of a portable sign to advertise Library events.

F. OTHER OLD BUSINESS

The logo on the building will cost \$200, not including any electrical work for lighting that the Board might request.

VI. NEW BUSINESS

A. GIRL SCOUT PRESENTATION

1. *Motion* - Motion (Hoyt), second (Sherwin), carried (unanimous) to move this presentation ahead of Old Business on the agenda in order to allow the young ladies present to make their presentation and be able to leave earlier in the evening. [This motion was made and the presentation was given immediately following the Reports.]
2. *Presentation* - Amy Hoyt, spokesperson for Girl Scout Cadet Troop 2525, read the Troop's request to volunteer in the Children's Section of the Library. Motion (Hoyt), second (Ziehe), carried (unanimous) to approve Girl Scouts serving as volunteers with signed parental consent.

B. VOLUNTEER REQUIREMENTS POLICY

Baldwin presented the draft *Library Director's Proposed Policy on Library Volunteers*. The Board will review it and consider adoption of this policy at an upcoming meeting.

C. AUTHORIZED SIGNATURES - CHECKING

Motion (Sherwin), second (Hoyt), carried (Heyser, Hoyt, Sherwin, Ziehe in favor; Gonzalez opposed) to change the policy of the Board to allow the Director [currently Mike Baldwin], the Library staff person acting as the accountant [currently Kathy Ledford] and a third designated Library employee or current Trustee [currently the Board Vice-President/Treasurer] to be authorized to sign checks. The Board's Bylaws will be revised to reflect this change and the revision will be put up for adoption by the Board.

D. OTHER NEW BUSINESS

1. *Medical Insurance* - Hoyt recommends looking at different possibilities for plans with the same level of coverage because the current insurance package for Library employees is too expensive.
2. *Costs for printing on computers* - Baldwin will look into whether there will be a need for patrons to pay for printing from the Library computers.

VII. PUBLIC COMMENT - Opportunity to express concerns/comments to the Board

Carroll Larson stated that she was pleased to attend again.

VIII. ADJOURNMENT

There being no further business, Board President Heyser adjourned the meeting at 8:35 p.m.

Respectfully submitted,

Ann K. Ziehe, Secretary

**MINUTES
BENBROOK LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
APRIL 23, 2001**

Benbrook Public Library
1065 Mercedes Street
Benbrook, Texas 76126
6:30 P. M.

MEMBERS PRESENT:

Manny Gonzalez	Jean Sherwin
Rick Heyser	Ann Ziehe

MEMBERS ABSENT:

Roxanne Hoyt

ALSO PRESENT:

Mike Baldwin	Ed Pennington
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I. CALL TO ORDER

The meeting was called to order at 6:30 p.m. A quorum was present and due notice had been published.

II. INVOCATION - Ann Ziehe

III. OLD BUSINESS

A. INVESTMENT POLICY

The Board's attorney reviewed the policy and found it to be in conformance with Chapter 2256 of the Government Code. Motion (Heyser), second (Gonzalez), carried (unanimous) to approve *A Resolution of the Benbrook Library District Adopting the Investment Policy and Designating an Investment Officer*; Manny Gonzalez will be named as Investment Officer; the Resolution will be numbered appropriately.

B. INVESTMENT POLICY - TEXPOOL RESOLUTION

Motion (Heyser), second (Sherwin), carried (unanimous) to adopt the *Resolution Authorizing Participation in TexPool and Designating Authorized Representatives*; names inserted in the Resolution as Authorized Representatives will be Manny

Gonzalez, Richard Heyser and Mike Baldwin; the Authorized Representative who will have primary responsibility will be the Board's Investment Officer, Manny Gonzalez; it will become effective immediately.

C. INVESTMENT GOALS AND AMOUNTS

Motion (Heyser), second (Gonzalez), carried (unanimous) that the Benbrook Library District set as its investment goal \$400,000 and that it authorize \$100,000 to be immediately invested.

D. OTHER OLD BUSINESS

None.

IV. NEW BUSINESS

A. MEETING DATES

The Board must meet on Thursday, May 10 to certify the results of the May 5 election of Trustees. The time for this meeting will be 4:00 p.m. Since this is after the ordinary first Monday regular meeting date, the Board will hold its first regular May meeting on Monday, May 14 at 6:30 p.m.

B. OTHER NEW BUSINESS

None.

V. ADJOURNMENT

There being no further business, Board President Heyser adjourned the meeting at 7:17 p.m.

Respectfully submitted,

Ann K. Ziehe, Secretary