

**MINUTES  
BENBROOK LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING**

**APRIL 12, 2004**

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

**MEMBERS PRESENT:**

Manny Gonzalez	Bob Olmstead
Rick Heyser	Ann Ziehe

**MEMBERS ABSENT:**

Jean Sherwin

**ALSO PRESENT:**

Mike Baldwin

**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 15, 2004 were distributed. Motion (Gonzalez), second (Olmstead), carried (unanimous) that the minutes be approved as distributed.

**IV. REPORTS**

**A. LIBRARY DIRECTOR**

Baldwin submitted the *Library Director's Report for March, 2004* in which he highlighted milestones and attainments of the Benbrook Public Library and activities of the staff during that month. The Library Director's monthly reports are available to the public in the Director's office at the Library. They are also available online at the District's website, [www.benbrooklibrary.org](http://www.benbrooklibrary.org), along with Board of Trustees meeting minutes and recent Treasurer's reports.

B. TREASURER, BOARD OF TRUSTEES

MARCH, 2004 SUMMARY:

	Month:	Fiscal YTD:
Total Income	37,539.95	252,126.97
Total Expenses	17,739.73	221,232.50
Total Income - Total Expenses		30,894.47
Investment Interest	145.67	
Current Investment Balance		191,953.68
Current Checking Acct. Balance	29,720.04	
Curr. Invest. Bal. + Curr. Bank Bal.		221,673.72

C. INVESTMENT OFFICER, BOARD OF TRUSTEES

1. *TEXPOOL INVESTMENT SUMMARY AS OF MARCH 31, 2004:*

Beginning Balance	165,984.01
Total Deposits	25,824.00
Total Withdrawals	0.00
Total Monthly Interest	145.67
Current Balance	191,953.68
Earmarked as "Reserve Fund"	125,000.00
Earmarked for Building Expansion	66,953.68

2. *Note on Deposits* - Per mandate of the Board, monthly deposits will now include the amount previously budgeted as a mortgage payment, since the Library building mortgage was paid in full March 01, 2004.

V. OLD BUSINESS

A. AMEND THE FY 2003-2004 BUDGET

No amendment to the budget was needed at this time.

B. OTHER OLD BUSINESS - None

VI. NEW BUSINESS

A. DECLARING UNOPPOSED BOARD OF TRUSTEES ELECTED AND CANCELING THE BOARD'S PARTICIPATION IN THE MAY GENERAL ELECTION

1. *Documents* - Baldwin, Election Clerk for the Library District, presented to the Board a letter certifying "that each Benbrook Library District Board of Trustees candidate for the May 15, 2004, Benbrook general election is unopposed for election to office". He also presented

ORDER NO. 2004-05 AN ORDER CANCELLING THE MAY 15, 2004  
GENERAL ELECTION AND DECLARING EACH UNOPPOSED CANDIDATE  
ELECTED TO OFFICE ...

2. Action - Motion (Ziehe), second (Olmstead), carried  
(unanimous) to adopt ORDER NO. 2004-05 as presented.

B. DECLARING THE BENBROOK NEWS AS THE DISTRICT'S OFFICIAL  
NEWSPAPER

1. Document - Baldwin presented to the Board RESOLUTION NO.  
2004-04 DESIGNATING THE OFFICIAL NEWSPAPER OF THE  
BENBROOK LIBRARY DISTRICT, TARRANT COUNTY, TEXAS FOR  
PUBLICATIONS OF LEGAL NOTICES PERTAINING TO THE CITY OF  
BENBROOK, TEXAS stating that "the Benbrook News, a  
newspaper published by Suburban Newspaper Inc. in Tarrant  
County, Texas, is hereby designated the official  
newspaper of the Benbrook Library District..."
2. Action - Motion (Olmstead), second (Ziehe), carried  
(unanimous) to adopt the Resolution as presented.

C. OTHER NEW BUSINESS

The Director and members of the Board discussed the status of  
the District's website. Baldwin will consult with volunteer  
webmaster Robert Christensen and report back to the Board.

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

There were no members of the public in attendance.

**VIII. ADJOURNMENT**

There being no further business, motion (Olmstead), second  
(Gonzalez), carried (unanimous) to adjourn the meeting at 6:55 p.m.

**Respectfully submitted,**

**Ann K. Ziehe, Secretary**