

**MINUTES**  
BENBROOK LIBRARY DISTRICT  
BOARD OF TRUSTEE MEETING  
April 16, 2018  
Benbrook Public Library  
1065 Mercedes Street  
Benbrook, Texas 76126  
Regular Meeting at 6:30 pm

Members Present: Roy "Corky" Baird; Robert Christensen; Carol Hafer; Anita Mitchell; Rachel Moore

Also Present: Steve Clegg

**I. Call to order:**

The meeting was called to order at 6:30 p.m. by Robert Christensen.

**II. Approval of minutes:**

Approval of March 19, 2018 meeting minutes. Corky moved that minutes be accepted as is and Carol seconded the motion. Motion carried.

**III. Reports:**

A. Steve indicated that report of library activities was sent to board members. A replacement for Kayla Sanderson has been hired and is due to begin work on April 23. BLD still has two positions open; an on-call person and the Library Assistant replacement for Lori Woodbury.

Carol asked if everyone had seen the Cheers comment in the Star-Telegram. The comment referred to the bagpiper who performed in March.

B. Investment Officer Corky Baird reported that March was a standard month. Monies from the state were a little lower than usual. TexPool interest was nearly \$1,500.

There's a "false" indication in a cell of the investment worksheet which Corky will solve.

C. Carol Hafer gave the Treasurer's Report for March as follows:

Sales Tax	81,359.36
Fines, Fees, Royalties & Gifts	2,867.48
Concession Income	364.95
MakerSpace Income	179.05
Interest from Bank Accounts	7.23
Interest from TexPool	<u>1,488.49</u>
Total Income	86,266.56
Total Expenses	<u>73,608.21</u>
Net Income	12,658.35
Bank Adj'd Balance + TexPool	\$1,348,142.02

No questions were forthcoming regarding the Treasurer's Report.

#### IV. **Old Business:**

##### A. Library Fines Policy

Steve has written a policy, keeping in mind negating the fines and proposed incentives to have library items returned. Steve mentioned that some libraries choose to outsource collection procedures. BLD hasn't done this in the past.

MetroPac meeting was cancelled, so Steve did not have the opportunity to gather more info from fellow library directors. Eliminating fines is only part of the overall picture, since BLD also loans Roku sticks, tablets, laptops, etc.

Steve presented a summary and timeline of the 120 day period after items are due. The policy would include a provision for a 30-day grace period and if someone else requested an item during this period then there would be no extension of the loan period. Robert asked -- is the motivator in this scenario the fees or being blocked from use of the library. Steve explained that it should be the issue of being blocked from using library services. Basically fines are removed, there are escalating notices and then a notice that we "may" forward the matter to collections.

Discussion followed concerning BLD's present policy and the proposed new fines policy. Policy as presented is a draft. Steve also mentioned that the next library newsletter would be the most opportune time to notify our patrons of this change in policy.

Our contracted accounting firm suggested we contact our auditors, who then revealed that if BLD no longer owns items, said items need to be taken off the books.

Policy will be revised further before trustees vote on it.

B. Other old business

The subject of inventory and radio frequency identification (RFID) tags on library items was brought up as well. The inventory process could be ideal timing for beginning RFID tagging and inventory.

V. **New Business:**

A. Consider offering a free lunch program at the library over the summer

There was a thought that we might have to survey schools first. Carol mentioned that all that needs to be done is ask the school's office person how many teachers are on campus.

B. Consider offering direct support to area teachers for classroom supplies.

A flyer will need to be printed which identifies the Back to School night at the library and the resources available at the public library. Corky suggested that perhaps BLD could do a presentation to the schools.

Robert reiterated that the goal is to help teachers. We want to bring them to our library so that they experience what we have to offer; something substantial to leave here with.

Steve suggested that we could offer vouchers for 3D printing or poster printing. There could be a six-week period whereby summer students could borrow kits which BLD has – microscopes, robotics, etc.

First we have to identify the summer students and invite them to come to Benbrook Library. Carol offered that Steve and the library staff should help develop those services we can make work, since they are the ones who'll be accomplishing these tasks. Erica Richardson has previously made contact with schools in Benbrook. The plan is to explore this further with principals and teachers and provide info at May board meeting.

VI. **Public Comment:**

Robert asked if there was any public comment.

VII. **Adjournment**

There being no public comment, Corky moved that meeting be adjourned and Anita seconded the motion. Motion carried.