

**MINUTES  
BENBROOK LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING  
AUGUST 13, 2001**

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

**MEMBERS PRESENT:**

Manny Gonzalez	Jean Sherwin
Rick Heyser	Ann Ziehe
Bob Olmstead	

**MEMBERS ABSENT:**

None

**ALSO PRESENT:**

Mike Baldwin	Carroll Larson
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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. CONSIDERATION OF MINUTES**

The minutes of the meeting of the Board held on July 09, 2001 were distributed. Motion (Gonzalez), second (Olmstead), carried (unanimous) that the minutes be approved as distributed.

**IV. REPORTS**

**A. DIRECTOR**

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

- >Developed (with Ed Pennington) of new formats for budget, Treasurer's report, balance sheet and proposed budget
- >Wrote MetroPac implementation plan

- >Attended regular professional meetings and the TLA Annual Assembly
- >Provided Library information sets to Chamber of Commerce to place into newcomer packets
- >Saw successful completion of Library's TIF grant with \$31,679 reimbursement for computer expenditures
- >Various other activities

B. TREASURER

1. July, 2001 (Summary):		YTD Totals:
Total Assets:	374,603.40	973,786.40*
Total Revenues:	31,951.33	452,220.11
Total Expenditures:	16,800.29	347,827.29
Assets+Revenues-Expenditures:		
	389,754.44	1,042,179.22

\*includes value of building and land

2. Total Revenues shown above will be corrected to show omitted sales tax deposit. Treasurer's report was presented in a new format developed by Baldwin & Ed Pennington.

C. INVESTMENT OFFICER

Gonzalez received an initial statement dated July 31, 2001 for the District's TexPool account showing a deposit on July 18 of \$100,000 and interest of \$155.33 gained through July 31.

V. OLD BUSINESS

A. ACCOUNTING PROCEDURES

Baldwin and Ed Pennington have made progress in updating the District's accounting procedures and are continuing work on this in relation to the budget. They are using QuickBooks and may begin to use QuickBooks Pro.

B. FY 2002 BUDGET

1. *Proposed Budget* - Baldwin presented the document *Benbrook Library District Proposed Budget Allocations for Fiscal 2001 - 2002* for the Board's consideration. A general revue and discussion of the proposed budget took place

and the Board agreed to study the proposal and act on it at the next meeting.

2. *Salary Increases and Stability Pay* - The Board will consider providing in the coming year's budget employee pay raises of 4% and provision for payment of "stability pay" of 1% after one year's service. This will be increased each year thereafter to 1% plus 1/20 of 1% for each year of service of the employee (up to a limit of probably 2%). "Stability pay" would be given once per year in November to each employee who has achieved one year and succeeding years of service.

C. OTHER OLD BUSINESS

None.

**VI. NEW BUSINESS**

A. METROPAC PROCEDURES

1. *MetroPac Implementation* - Baldwin presented the document *Benbrook Library District Plan for Implementing MetroPac August 1, 2001*, a 10-step plan to prepare for MetroPac usage. The data line is scheduled to be activated on August 15 and the transition process should be complete and MetroPac usage normalized before the beginning of the new fiscal year.
2. *Library Computers* - Baldwin presented the document *Procedures for Patron Use of BPL Public Computers* detailing how patrons will be allowed use of the computers.

B. BENBROOK LIBRARY DISTRICT BYLAWS

A draft revised version of the District Bylaws prepared by Olmstead and Heyser was presented for the Board's consideration. It will be reviewed by the Board, presented to the Board's attorney for review and be placed on the agenda for action at a later meeting.

C. LIBRARY DIRECTOR EVALUATION

A draft revised form of the Director's Evaluation was presented to the Board; the Board should be prepared to agree on the form at the next meeting and to do the actual evaluation at the October meeting.

D. OTHER NEW BUSINESS

1. *T Bonds* - Gonzalez asked whether the Board is interested in considering investing in T Bonds. He will obtain more information from the Wells Fargo investment officer to present to the Board.
2. *Library Leadership Award* - Roxanne Hoyt has been presented with the 2001 North Texas Regional Library System Library Leadership Award for her outstanding service to the Benbrook Public Library. The District will cover the expenses of providing lunch for her immediate family members at the ceremony on September 27 in Wichita Falls.

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

There were no comments from the public in attendance.

VIII. ADJOURNMENT

There being no further business, motion (Olmstead), second (Gonzalez), carried (unanimous) to adjourn the meeting at 8:00 p.m.

**Respectfully submitted,**

**Ann K. Ziehe, Secretary**