

MINUTES
BENBROOK LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
AUGUST 09, 2004
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	Dorcas "MeMe" Neuman, Benbrook News
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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 19, 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 July, 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, along with Board of Trustees meeting minutes and recent Treasurer's reports.

B. TREASURER, BOARD OF TRUSTEES

JULY, 2004 SUMMARY:

	Month:	Fiscal YTD:
Total Income	42,955.57	432,874.59
Total Expenses	21,473.95	330,584.14
Total Income - Total Expenses		102,290.45
Investment Interest	247.97	
Current Investment Balance		250,223.16
Current Checking Acct. Balance	44,257.99	
Curr. Invest. Bal. + Curr. Bank Bal.		294,481.15

C. INVESTMENT OFFICER, BOARD OF TRUSTEES

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

Beginning Balance	228,975.19
Total Deposits	21,000.00
Total Withdrawals	0.00
Total Monthly Interest	247.97
Current Balance	250,223.16
Earmarked as "Reserve Fund"	125,000.00
Earmarked for Building Expansion	125,223.16

2. *Noted:* \$21,000 was moved from the checking account into the TexPool investment account in July and an investment deposit consisting of the amount previously dedicated to a quarterly mortgage payment will be made in September.

V. OLD BUSINESS

A. AMEND THE FY 2003-2004 FISCAL YEAR BUDGET

No amendment to the budget was needed at this time.

B. FACILITY USE POLICY

Baldwin presented a revised draft of a possible policy and Gonzalez presented for the Director's and Board's consideration the Beloit Public Library's policy document regarding *Canvassing and Selling in the Library*. The Director has also questioned the Fort Worth and other public libraries regarding their policies on this subject and presented their

input. Baldwin will further revise the submitted policy for the Board's future consideration. No action was taken.

C. FY 2004 - 2005 BUDGET

Baldwin presented the documents *BENBROOK LIBRARY DISTRICT PROPOSED BUDGET FOR FISCAL YEAR 2004-05, Option A (No Salary Increase & No Added Staff)* and *Library Director's Explanation of Proposed Changes For the 2004/05 Budget*, as well as various tables of information regarding BLD sales tax revenue and the effect of possible salary increases on the budget. Following discussion, this item was tabled for further discussion at the next regular meeting.

D. LIBRARY FACILITY

The Board agreed to "reactivate" the Building Committee composed of Mike Baldwin, Dave Gattis, Jean Sherwin and Dave Wasson and to add to the committee a member with expertise in the area(s) of architecture/construction. The Board also received through Baldwin a proposal from Maureen Arndt at PSA Architects regarding cost of serving as Consulting Architect to the BPL Board for programming and preliminary design of the BPL Expansion. No action was taken.

E. OTHER OLD BUSINESS

None.

VI. NEW BUSINESS

A. BOB OLMSTEAD RESIGNATION

Due to his coming retirement and moving out of state on September 01, Olmstead submitted to the Board his resignation to be effective immediately following the Board meeting of August 09, 2004. Motion (Heyser), second (Ziehe), carried (unanimous) to accept Olmstead's resignation with regret and with appreciation for his service.

B. BOB OLMSTEAD APPRECIATION

On behalf of the Board, the Library staff and the community of Benbrook, Heyser presented a plaque to Olmstead expressing appreciation for his dedicated service to the Library. All in attendance thanked him and wished him well in the future. Dorcas Neuman photographed the event for the Benbrook News.

B. OTHER NEW BUSINESS

None.

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

None.

VIII. ADJOURNMENT

There being no further business, motion (Sherwin), second (Gonzalez), carried (unanimous) to adjourn the meeting at 7:28 p.m.

Respectfully submitted,

Ann K. Ziehe, Secretary