

MINUTES
BENBROOK LIBRARY DISTRICT
BOARD OF TRUSTEE MEETING
August 21, 2017

Benbrook Public Library
1065 Mercedes Street
Benbrook, Texas 76126
Regular Meeting at 6:30 pm

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

Also Present: Steve Clegg

I. Call to order:

The meeting was called to order at 6:32 p.m. by Robert Christensen, President.

II. There was no approval of minutes at this time.

III. Reports:

- A. Since there was a guest present, Don Richardson (of Kirk, Richardson, and Poole P.C. audit firm) at this meeting, it was decided he would be first to report.

Audit has been completed. As of September 2017 the financial statements are fairly stated and there were no findings. It was a good year for the district library.

- B. Investment officer asked if there were any suggestions for areas of improvement. Auditor said that it is very prudent to set aside restricted monies for expansion, thus saving any loan interest for future borrowing.

Investment officer reported that a two week overview indicates that \$89,600 is the average amount from the state and expenses average \$87,000.

- C. Treasurer presented report of financial status of the district as of July 31, 2017 as follows:

Sales tax	\$98, 393.15
Royalties	1,664.73
Concessions	352.10
	449.29
Interest	3.11
Interest from TexPool	1,029.19
Current Investment Balance:	1,350.021.15

IV. Old Business:

The library non-resident policy was discussed. Anita made the motion that the library district policy be accepted, as discussed. Corky seconded the motion. Motion carried unanimously.

Automatic doors in the library were discussed. Library Director brought up the possibility of upgrading doors to a "counter system", whereby the doors would stay the same, but the mechanism changes, which also would allow for appropriate ADA access. The state report calls for visitation statistics for accreditation purposes, which is collected by door counter systems. The newly opened north entrance does not have a door counter.

Trustees agreed to the upgrade of automatic door openers, but chose to table the proposal for door counters at this time pending comparative systems proposals.

Library website upgrade - discussion of type of service to employ. Library Director mentioned "MetrOPAC" who charges a one-time fee of \$6,250. Further research is required. Perhaps contacting other libraries and MetrOPAC again.

V. New Business discussion items:

Wi-Fi Access - An additional access point is needed. After discussion, Carol made the motion that a 5-year term be established for Funnel Cloud to set library up with an additional Wi-Fi access point and Corky seconded the motion. Motion carried.

Order of Cancellation for the November General Election was discussed. As the library trustees are not contested, the election will be cancelled.

The poster printer was an item of discussion. Its usage has been more than anticipated. Four-hundred ten posters printed in the first 3 weeks of August. One trustee mentioned that perhaps we should look at other services the library can do for teachers.

2018 Budget - possible items for consideration:

Library Director started discussion of salary analysis as it pertains to 2018 Budget. Discussion followed.

"Maker-Space Assistant" was introduced as a prospective addition to staff.

IT Specialist – proposing increased hours from part-time to full-time and making the position salaried.

Library hours of operation also discussed. Presently the library is open 8am to 8pm Mon-Thu and 10am-5pm on Fridays.

Children's Librarian is cultivating a pool of assistants whose schedules can change based on programs being offered.

VI. Other New Business:

Capital expenditures - Management Decisions and Analysis discussed. Possible projects - new computers and furniture re-upholstery.

Library Director to revise 2018 Preliminary Budget to reflect current hours plus raises and increased employee hours plus raises. Director reiterated that all employees would bear the burden of increased hours, but could not accomplish without added labor hours.

VII. Public Comment

There was no public comment.

VIII. Adjournment

Adjournment motion was made by Corky, and seconded by Carol to adjourn at 7:55 p.m.