

MINUTES
BENBROOK LIBRARY DISTRICT
BOARD OF TRUSTEE MEETING
August 20, 2018
Benbrook Public Library
1065 Mercedes Street
Benbrook, Texas 76126
Regular Meeting at 6:30 pm

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

Also Present: Steve Clegg

I. Call to order:

In the absence of Robert Christensen, Carol Hafer called meeting to order at 6:32 p.m.

II. Approval of minutes:

First order of business was approval of July 16, 2018 meeting minutes. Anita moved that minutes be accepted as is and Rachel seconded the motion. Motion carried.

III. Reports:

- A. Report by Library Director of notable activities. Steve reported an air conditioning leak which affected the workroom. Minor damage to library property, however additionally there is a refrigerant leak which may eventually cost \$10K to repair.

Steve opened the Pinnacle account to receive Betty Ruth Blackburn estate funds. Through no intention of BLD, only Steve has access to the account, but trustees may be set up to view the account online. Funds will be transferred to library-controlled account as soon as recommended by the library's attorneys.

Regarding the Teacher Waived service for printing posters, Anita mentioned that an acquaintance thanked her for the library offering this service to teachers. This saved a second-year teacher over \$200. Steve commented that in one week the library has seen more than \$600 in poster printing which is good public relations given the contact with Benbrook teachers.

- B. Investment Officer, Corky reported a snapshot of July investment funds. BLD has had two higher than average months in regards to income.

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

Sales Tax	102,843.75
Grants/Donations/Gifts	00
Fines, Fees, Royalties & Gifts	2,169.65
Concession Income	735.25
MakerSpace Income	382.53
Interest from Bank Accounts	20.60
Interest from TexPool	<u>1,866.33</u>
Total Income	108,018.11
Total Expenses	(94,642.69)
Net Income	13,375.42
Bank Adj'd Balance + TexPool	1,338,925.77

No questions were forthcoming regarding the Treasurer's Report.

IV. Old Business:

- A. Benbrook Water Authority – Steve attended a meeting between Wells Fargo bank and BWA. Essentially the bank is agreeable to the water tower. However BLD's property line will need to be moved some feet to accommodate the diameter of the tower's bowl. BLD hasn't committed to anything at this point. The property will be re-surveyed to determine desired boundaries and market value.

Impact to BLD is the possible cost of purchasing Wells Fargo's secondary parking lot and the library's portion of cost to bury electric lines. Steve further mentioned that Wells Fargo has discussed relocation and this may be the impetus to move forward with plans. Discussion followed.

- B. There was no other old business.

V. New Business:

- A. Strategic Development Committee has met and are continuing to look for property for BLD. The committee met with Benbrook City Manager and found out what their plans are. Anita commented that BLD is perhaps 5-10 years out from a move. Carol responded that the city is building a time line of their strategy and if we do not plan now we may be in "trouble" down the road.

This was an opportune time for Steve to mention that there's an upcoming Public Funds Investment training which he will attend. Trustees need only to notify Steve if anyone cares to attend. It's a two day (six hours a day) seminar held in Arlington.

Rachel broached the subject of a Strategic Plan for BLD. Steve injected that BLD has a strategic plan, but it isn't in a formal presentation format. Discussion followed.

- B. Website management system. Steve explained that the library's present Word Press website was expected to be sufficient for 3-5 years and BLD is now at six years with present system. Most libraries have their own webpage within their city's website. Communico is the proposed new system at cost of \$10K a year, with an impact to budget of \$3K.

Discussion followed pertaining to the features which some libraries offer. For example self-check-out and integration of mobile apps are new trends. Further discussion was tabled till September's meeting. Steve plans to notify the company by October 1.

- C. Order of Election – will need to be signed tonight. Steve found out that BLD doesn't need a special election but the trustee may be re-appointed to fill the vacancy. This will be on the agenda for next meeting. The Notice of Election is a formal commitment for two board positions.
- D. Preliminary budget for fiscal year 2019: Steve outlined some possible impact to budget. Staff changes, automation, addition of non-traditional items for loan to patrons, and RFID were among items discussed. RFID will make BLD a better partner in MetroPac and ease wait times for circulation.
- E. Staff evaluation model: Steve explained that the City of Benbrook is planning for a 2.5% cost of living increase. Discussion followed. Anita motioned that BLD provide a 2% merit bonus to employees and Rachel seconded. Motion carried.

VI. **Public Comment:**

There was no public comment.

VII. **Adjournment:**

Corky made a motion that meeting be adjourned and Anita seconded the motion.