

MINUTES
BENBROOK LIBRARY DISTRICT
BOARD OF TRUSTEE MEETING
August 19, 2019
Benbrook Public Library
1065 Mercedes Street
Benbrook, Texas 76126
Regular Meeting at 6:30 pm

Members Present: Roy "Corky" Baird; Robert Christensen; Rachel Moore, Larry Vickers; Christina Watson

Also Present: Steve Clegg; Phil Brasher

I. Call to order:

Robert called regular meeting of BLD's Board of Trustees to order at 6:31 pm. Robert also explained that first item will be the meeting minutes and then agenda will switch to meeting guest, Phil Brasher.

II. Approval of minutes:

First on the agenda was minutes of July 15, 2019 meeting. Attendees looked over the minutes. Corky then moved that minutes be accepted as presented and Christina seconded the motion. Motion carried.

V. Consider purchasing policy and manual:

Phil Brasher was introduced by Steve. Phil is a consultant engaged to create a purchasing policy and manual for BLD.

Phil began by describing his qualifications. After having held various teaching positions in public schools, Phil was asked to fill the role of Purchasing Director, which he held for 27 years.

Trustees and Mr. Brasher proceeded to review main points of the purchasing procedure manual. Phil explained that the policy is a good idea but not all inclusive. It provides guidelines and promotes responsible use of public funds.

Robert asked about purchases over 50K. Discussion followed. Phil explained Competitive Sealed Proposals, Requests for Qualifications (in which case you do not mention pricing), and Sole Source Procurement, which are also covered in the manual.

Corky broached question of non-compliance and whether it is considered civil or criminal. Phil said that it's criminal the majority of the time. Steve added that he has long been concerned about vendor relationships at the library and whether the library has to request bids for building repairs and improvements.

Robert asked if trustees would please review the policy and manual at their leisure and if there are changes, send them to Steve. A vote can be taken when board meets next.

III. Reports:

- A. Steve called attention to a letter from Texas State Library and Archives Commission which gives Benbrook Library District accreditation.

Steve also mentioned that he will be taking PTO August 30-September 13 and will be out of the country. So, everyone agreed that the September board meeting should be moved to Monday, September 23.

Robert asked if there were any questions regarding the Director’s report. There were none.

- B. Investment Officer Report for July 2019 was given by Corky. The month was pretty standard. The library continues to be blessed with enough funds.

- C. Rachel gave the July Treasurer Report as follows:

Sales Tax	114,446.63
Grants/Donations/Gifts	49.71
Fines, Fees, and Misc. Revenue	1,172.08
Library Sales	1,551.66
Interest from Bank Accounts	44.44
Interest from TexPool	2,411.48
Total Income	119,676.00
Total Expenses	(99,494.63)
Net Income	20,181.37
Bank Adj’d Balance + TexPool	1,477,959.44
Bank Unreported Transactions	37,416.04
Total All Accounts	\$1,515,375.48

(Shaded rows in above table are not part of July’s report).

Robert asked if there were any questions or comments. There were none so meeting proceeded.

- IV. **Old Business** – There being no old business, meeting proceeded to new business.

V. New Business

- B. Presentation of Preliminary Budget

Steve opened discussion with the fact that he has learned that the spike in sales tax may be consistent due to a crackdown on reporting online sales.

Also mentioned were some plans for 2020; such as a courier service which could pick up ILLs two days a week, and possibly eight new PCs. The budget figures will be up-to-date when board convenes in September due to having final actuals for August and some September expenses.

C. Consider staff evaluation model for Merit Bonus.

Steve offered the rates and possible pay out for bonuses in September. Two per cent was agreed upon as the rate for this fiscal year. Christina made motion that we accept the Evaluation Model as presented and Rachel seconded the motion. Motion carried.

D. Report on legislative action that impacts the library.

Steve directed everyone's attention to the Legislation 2019 Summary. There was discussion regarding HB 2840 which pertains to public comment at meetings. Robert suggested that the question of any public comment can be offered at the beginning of agenda items.

E. Updated list of authorized users having access to TexPool and bank accounts.

Corky explained that changing the library representative for bank accounts requires a resolution. Officers with access to TexPool was not updated after the last election. Corky made a motion that officers: President, Treasurer/VP, and Secretary be the representatives to TexPool. Rachel seconded the motion and motion carried.

F. Consider Library Director attending Texas Municipal League (TML) Conference and Public Library Administrators of North Texas (PLANT) retreat.

On this subject, Steve commented that perhaps a pre-approval clause can be added to his employment contract for these library-related meetings.

VI. **Public Comment.** Robert asked if there was any comment from the public.

Anita Mitchell was on hand and commented that perhaps there needs to be a campaign to notify the public of how BLD is funded.

At this point there was mention of the election applicants. Steve received three valid applications, so the election can be cancelled.

Robert added that he has served for a total of 10 years. Corky said the board appreciates Robert for all he has done to make Benbrook Library successful.

VII. **Adjournment**

Corky moved that meeting be adjourned and Christina seconded. Meeting was adjourned.

Reviewed/Corrected/Approved
Christina Watson, Board Secretary