

**MINUTES
BENBROOK LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
DECEMBER 6, 1999**

Benbrook Senior Citizens Activity Center
1065 Mercedes Street
Benbrook, Texas 76126
6:30 P. M.

MEMBERS PRESENT:

Rick Heyser	Will Powers
Roxanne Hoyt	Ann Ziehe
Jean Sherwin	

MEMBERS ABSENT:

None

ALSO PRESENT:

Mike Baldwin

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 November 16, 1999 were distributed. Moved (Powers), seconded (Hoyt) and carried (unanimous) that the minutes be approved as distributed.

IV. REPORTS

A. DIRECTOR: Mike Baldwin distributed documents related to and/or discussed the following:

1. Two *Requests for Advance or Reimbursement* he submitted to the Texas State Library Association on behalf of the District which will cover costs for personnel and fringe benefits, equipment and supplies, and contractual obligations for the periods 11/30/99 to 12/31/99 and 1/01/00 to 1/31/00.

2. The first quarterly report to the Texas State Library Association.
3. His appearance before the Benbrook City Council at its December 16 meeting to request financial management arrangements with the City and inclusion of District employees in the City's group insurance plan. He will also request that the District, while operating the Library at 101-C Del Rio Street, participate in the same arrangement with the City and the Water and Sewer Authority concerning utilities, etc. that was held by the Friends of the Benbrook Library.
4. The Library's website is up and running at www.benbrooklibrary.org. The Director's email address for District business through the website is mikeb@benbrooklibrary.org.
5. Rob Bland, Director of the Haltom City Library, donated 30 volumes of Current Biography to the Benbrook Library. Baldwin also contacted the Western Hills High School and Leonard Middle School librarians for their recommendations for reference materials needed at the Benbrook Library for local students.

B. SITE SELECTION COMMITTEE

1. The committee will seek to set up informal meetings first with the leaders of the Senior Citizens organization, then with City representatives along with Senior Citizens representatives to discuss a possible proposal by the District to pay \$1500 monthly for two to three years to use the Senior Citizens Center as a transition facility for the Library. Pending the outcome of these meetings, Sherwin hopes to formally present such a proposal before the City Council on behalf of the District.
2. Phyllis Wolfe of the EDC has told the Board that the developers of the Whitestone Ranch area are willing to sell the District 3 acres of land near the intersection of HWY 377 and FM 2871. The retail cost of this land is \$3.00/sq.ft., but it was reported that the developers possibly would sell it to the District at a reduced rate.

C. TREASURER'S REPORT

1. Summary:

Beginning Balance	\$ 9,164.29
Deposit	17,807.25
Total Expenses	5,902.75
Ending Balance	21,068.79

2. Sales tax revenue will be received monthly from the state.

V. OLD BUSINESS

- A. BANKING: Checks were purchased.
- B. COMMUNITY SURVEY: Baldwin presented a document listing fees for a survey by Raymond Turco & Associates, and recommended Series A: 400 surveys with a confidence level of +/-5%, using a four page questionnaire. Moved (Heyser), seconded (Hoyt) and carried (four in favor, Powers opposed) that the Board enter into a contract with Raymond Turco & Associates to perform a survey, leaving open the length of the survey (up to four pages), and that the confidence level be specified at +/-4%.
- C. BOARD BYLAWS: Moved (Powers) and seconded (Sherwin) to approve the Bylaws as presented. Friendly amendment (Ziehe), seconded (Heyser), supported by Powers and Sherwin, to strike the phrase "regardless of the number of meetings attended" from Article II, Section 5 - Compensation. Carried (unanimous) to approve the Bylaws as presented with the noted phrase deleted.
- D. BUILDING COMMITTEE MEMBERSHIP: Moved (Heyser), seconded (Hoyt), and carried (unanimous) to add Mike Baldwin as a member of the Building Committee.
- E. CONTRACT WITH CITY OF BENBROOK FOR FINANCIAL SERVICES: The Board's request for consideration of such a contract is on the agenda for the City Council's December 16 meeting. Moved (Powers), seconded (Hoyt) and carried (unanimous) to approve the agreement that is to be presented (see document: *Agreement for Staff Services* attached to letter dated December 6, 1999 from Richard G. Heyser addressed to Mayor and Council.)
- F. OTHER OLD BUSINESS: None.

VI. NEW BUSINESS

- A. PERSONNEL POLICIES AND PROCEDURES: HOLIDAY, VACATION, AND SICK LEAVE POLICIES
1. The Director, Mr. Baldwin, presented the document *BENBROOK LIBRARY DISTRICT HOLIDAYS POLICY*. Moved (Sherwin), seconded (Powers) and carried (unanimous) to approve the Policy, with the addition of Martin Luther King Day as a District holiday.
 2. Baldwin presented the document *BENBROOK LIBRARY DISTRICT VACATION POLICY*. Moved (Powers), seconded (Heyser), and carried (unanimous) to table this item and to instruct the Director to gather more information from local entities and other Library Districts regarding vacation policies.
 3. Baldwin presented the document *BENBROOK LIBRARY DISTRICT FAMILY/SICK LEAVE POLICY*. Moved (Powers), seconded (Heyser) and carried (unanimous) to table this item pending gathering of more information as above.
- B. LIBRARY GRANT - TIF: No further information received.
- C. PURCHASE RECORDING EQUIPMENT: Moved (Heyser), seconded (Powers), and carried (unanimous) to accept the Director's recommendation and to approve the purchase of the recommended equipment (see document: *LIBRARY DIRECTOR'S RECOMMENDATION FOR PURCHASE OF RECORDING EQUIPMENT*).
- D. PURCHASE COMPUTER: Moved (Powers), seconded (Hoyt) and carried (unanimous) to approve the purchase of the laptop computer as recommended by the Director (see document: *LIBRARY DIRECTOR'S RECOMMENDATION FOR PURCHASE OF A LAPTOP COMPUTER*). Powers recommended also looking into the extended warranty.
- E. APPLICATION FOR THE NTRLS TECHNOLOGY MINI-GRANT: Moved (Ziehe), seconded (Powers), and carried (unanimous) to make application for this grant as presented by the Director (see document: *NTRLS TECHNOLOGY MINI-GRANT APPLICATION*).
- F. DISTRICT LOGO CONTEST: Moved (Heyser), seconded (Sherwin) and carried (unanimous) to table this item.

- G. DIRECTOR'S MEMBERSHIP IN *PLANT*: Moved (Heyser), seconded (Hoyt) and carried (unanimous) to pay the Director's membership fee in Public Library Administrators of North Texas (*PLANT*). This is in addition to those memberships included in the Library Director's contract (see document: *LIBRARY DIRECTOR'S REQUEST FOR DISTRICT PAYMENT FOR PROFESSIONAL MEMBERSHIPS FOR THE LIBRARY DIRECTOR*).
- H. ELECTION CONTRACT WITH THE CITY OF BENBROOK: Moved (Powers), seconded (Sherwin) and carried (unanimous) to table this item until the Board's next meeting and request this item be removed from the December 16 meeting agenda of the Benbrook City Council.
- I. OTHER NEW BUSINESS
1. Hoyt needs to pay the insurance bill. This was approved at the December 1 meeting of the Board.
 2. Ziehe requested the following to be an agenda item at the January 3, 2000 Board meeting: Discussion of whether the policy concerning which trustees (officers) sign Benbrook Library District checks should be addressed in the Bylaws.

VII. PUBLIC COMMENT

None.

VIII. EXECUTIVE SESSION PURSUANT TO SEC.551.074, GOVERNMENT CODE, DELIBERATION REGARDING REAL PROPERTY: SITE SELECTION

Moved (Heyser), seconded (Powers) and carried (unanimous) to cancel the Executive Session.

V. ADJOURNMENT

There being no further business, moved (Powers), seconded (Ziehe), and carried (unanimous) that the meeting be adjourned at 8:15 p.m.

Respectfully submitted,

Ann K. Ziehe, Secretary