

MINUTES
BENBROOK LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
DECEMBER 08, 2003
Benbrook Public Library
1065 Mercedes Street
Benbrook, Texas 76126
6:30 P. M.

MEMBERS PRESENT:

Manny Gonzalez
Bob Olmstead
Ann Ziehe

MEMBERS ABSENT:

Rick Heyser
Jean Sherwin

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 meetings of the Board held on October 13, 2003 and October 27, 2003 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 Reports for October and November, 2003* in which he highlighted milestones and attainments of the Benbrook Public Library and activities of the staff during those months. 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

1. OCTOBER, 2003 SUMMARY:

	Month:	Fiscal YTD:
Total Income	36,977.72	36,977.72
Total Expenses	50,576.07	50,576.07
Total Income - Total Expenses		-13,598.35
Investment Interest	500.06	
Current Investment Balance		571,991.89
Current Checking Acct. Balance	34,727.86	
Curr. Invest. Bal. + Curr. Bank Bal.		606,719.75

2. NOVEMBER, 2003 SUMMARY:

	Month:	Fiscal YTD:
Total Income	48,617.16	85,594.88
Total Expenses	28,586.69	79,162.76
Total Income - Total Expenses		6,432.12
Investment Interest	486.26	
Current Investment Balance		572,478.15
Current Checking Acct. Balance	50,986.25	
Curr. Invest. Bal. + Curr. Bank Bal.		623,464.40

C. INVESTMENT OFFICER, BOARD OF TRUSTEES

TEXPOOL INVESTMENT SUMMARY AS OF NOVEMBER 30, 2003 FOR THE MONTHS OF OCTOBER AND NOVEMBER, 2003:

Beginning Balance	571,491.83
Total Deposits	0.00
Total Withdrawals	0.00
Total Monthly Interest (two months)	986.32
Current Balance	572,478.15
Earmarked as "Reserve Fund"	125,000.00
Earmarked for Building Expansion	447,478.15

V. OLD BUSINESS

A. AMEND THE FY 2003-2004 FISCAL YEAR BUDGET

Motion (Gonzalez), second (Ziehe), carried (unanimous) to approve the Director's recommendation to increase the

Audio Visual budget allotment by \$4,262 in order to comply with Loan Star grant requirements.

B. LIBRARY BUILDING MORTGAGE

Motion (Gonzalez), second (Olmstead), carried (unanimous) to table discussion of this topic until the full board is present.

C. OTHER OLD BUSINESS

None.

VI. NEW BUSINESS

A. LIBRARY NEWSLETTER

Baldwin presented to the Board a final draft copy of the latest newsletter, Volume 3, which will soon be mailed to all households in Benbrook.

B. CHANGE JANUARY 2004 MEETING DATE TO 01/19/2004

Due to conflicts preventing some to attend the Board meeting on the usual second Monday meeting date and because Monday the 19th is Martin Luther King, Jr. Day, motion (Ziehe), second (Gonzalez), carried (unanimous) to change the January meeting date to Tuesday, 01/20/2004.

C. OTHER NEW BUSINESS

1. *Library Website* - Baldwin will check on whether the volunteer webmaster wishes to continue that activity.
2. *Snacks for the Friends* - Gonzalez will soon repeat his annual December tradition of setting up snacks in the Library to show appreciation to the Library Friends, volunteers and staff.

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

There were no members of the public in attendance.

VIII. ADJOURNMENT

There being no further business, motion (Gonzalez), second (Ziehe), carried (unanimous) to adjourn the meeting at 7:32 p.m.

Respectfully submitted,

Ann K. Ziehe, Secretary