

MINUTES  
BENBROOK LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING  
December 13, 2004

Benbrook Public Library  
1065 Mercedes Street  
Benbrook, Texas 76126  
6:30 P. M.

MEMBERS PRESENT:

- Jean Sherwin
- Rick Heyser
- Julie Bakke
- John Fares

MEMBERS ABSENT:

- Manny Gonzalez

ALSO PRESENT:

- Mike Baldwin
- Helen Baldwin
- Ann Ziehe
- Yvonne Fares
- Erik Bakke
- Amie Bakke

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. ANN ZIEHE APPRECIATION

On behalf of the Board, the Library staff and the community of Benbrook, Heyser presented a plaque to Ann Ziehe expressing appreciation for her dedicated service to the Library. All in attendance thanked her and wished her well.

#### IV. SWEARING IN OF NEWLY APPOINTED TRUSTEES

Helen Baldwin, Notary Public, administered the oath of office and notarized the swearing-in for the two Trustees appointed on November 15, 2004: Julie Bakke and John Fares

#### V. ELECTION OF BOARD OFFICERS

Treasurer - Motion (Sherwin), second (Heyser), carried (unanimous) that John Fares be elected Treasurer of the Board.

Secretary - Motion (Sherwin), second (Heyser), carried (unanimous) that Julie Bakke be elected Secretary of the Board.

#### VI. Consideration of Minutes

The minutes of the meeting of the Board held on November 8, 2004 were distributed. Motion (Sherwin), second (Fares), carried (unanimous) that the minutes be approved as distributed.

#### VII. REPORTS

##### A. LIBRARY DIRECTOR

Baldwin submitted the *Library Director's Report for November 2004*, in which he highlighted milestones and attainments of the Benbrook Public Library as well as activities of the staff during that month. 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](http://www.benbrooklibrary.org), along with Board of Trustees meeting minutes and recent Treasurer's reports.

B. TREASURY REPORT

November 2004 SUMMARY:

	Month:	Fiscal YTD:
Total Income	55,865.00	96,058.98
Total Expenses	41,970.45	77,571.16
Total Income - Total Expenses		18,487.82
Investment Interest	469.81	
Current Investment Balance		339,498.16
Current Checking Acct. Balance		48,659.99
Curr. Invest. Bal. + Curr. Bank Bal.		367,492.40

C. INVESTMENT OFFICER, BOARD OF TRUSTEES

TEXPOOL INVESTMENT SUMMARY AS OF OCTOBER 31, 2004:

Beginning Balance	302,828.35
Total Deposits	36,200.00
Total Withdrawals	0.00
Total Monthly Interest	469.81
Current Balance	339,498.16
Earmarked as "Reserve Fund"	125,000.00
Earmarked for Building Expansion	214,498.16

VIII. OLD BUSINESS

A. LIBRARY FACILITY

Baldwin presented proposals for various amortization schedules

from Wells Fargo Public Finance. Baldwin also presented a list of library architects for the Board to consider. Heyser suggested this information be taken to the Building Committee and discussed.

B. OTHER OLD BUSINESS

None.

IX. NEW BUSINESS

A. Training in financial affairs is required for a member or members of the Board. A Public Funds Investment Workshop is offered by the Center of Public Management in Arlington February 24-25. The treasurer, investment director and the director are encouraged to attend this workshop.

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

No comments were voiced.

XI. ADJOURNMENT

There being no further business, motion (Sherwin), second (Bakke), carried (unanimous) to adjourn the meeting at 7:00 p.m.

Respectfully submitted,

Julie Bakke, Secretary