

MINUTES
BENBROOK LIBRARY DISTRICT
BOARD OF TRUSTEE MEETING
December 19, 2016

Benbrook Public Library
1065 Mercedes Street
Benbrook, Texas 76126
Regular Meeting at 6:30 p.m.

Members Present:

Roy "Corky" Baird Robert Christensen Carol Hafer
Anita Mitchell Rachel Dillard

Also Present:

Steve Clegg Kathy Ledford Don & Fran Loyd TLC Construction

I. CALL TO ORDER

The meeting was called to order by President Robert Christensen at 6:30 p.m.

II. Approval of November 21, 2016 meeting.

A motion was made by Anita, second by Corky to approve the minutes. Motion passed, (Unanimous).

III. Reports

A. Report by Library Director of notable activities for the District during November, 2016, including meetings attended, District business conducted, financial transactions, programs presented, and progress in the application of technology to library services. Steve gave his report and went over some of the highlights. Southern Painting finished the exterior of the library and there is a three year warranty on the paint. He met with some of the construction companies to discuss remodeling the men's restroom into the IT and Maker Space office. The Christmas Holy Joly event was well attended at the Library.

B. Investment Officer, Board of Trustees, Report of Status of the District's Investments & TexPool statements as of November 30, 2016.

Corky gave his report on Pinnacle and Wells Fargo overview, TexPool and the monthly sales Tax allocation. He said that the library is in good shape. We have around 6% over our cost each month.

TEXPOOL INVESTMENT SUMMARY AS OF NOVEMBER 30, 2016

| | |
|----------------------------------|----------------|
| Beginning Balance | \$1,242,378.44 |
| Total Deposits | \$0.00 |
| Total Withdrawals | \$0.00 |
| Total Monthly Interest | \$407.14 |
| Current Balance | \$1,242,785.58 |
| Earmarked as "Reserve Fund" | \$250,000.00 |
| Earmarked for Building Expansion | \$992,785.58 |

C. Treasurer, Board of Trustees, Report of financial status of the District as of November 30, 2016 including income, expenditures, and accounting reports. Carol gave the Treasurers' report

TREASURERS REPORT AS OF NOVEMBER 30, 2016

| | Month: | Fiscal YTD: |
|---|----------------|----------------|
| Total Income | \$88,569.34 | \$178,673.00 |
| Total Expenses | (\$77,965.33) | (\$183,554.61) |
| Total Income - Total Expenses | \$10,604.01 | (\$4,881.61) |
| Investment Interest | \$407.14 | |
| Current Investment Balance | \$1,242,378.44 | |
| Current Checking Acct. Balance | \$88,821.72 | |
| Curr. Investment Bal. + Curr. Bank Bal. | \$1,331,607.30 | |

IV. Old Business

A. Consider proposals to provide space for the IT Specialist and Maker Space Equipment.

Woodrose Company talked with the Board about their proposal and the cost and what they could do. After they finished and left TLC construction talked with the Board about their proposal. The Board discussed the proposals from both companies and a motion was made by Carol, second by Anita to Award the project to Woodrose Company. Steve will contact them and set up a start date.

B. Consider investment strategies.

Corky would like to move some of our money to six month bank CD's. Robert asked him to find out how much the CD's would pay. Corky also talked about buying more land behind the library for building.

C. Other old business.

Carol was administered the Oath of Office for newly re-elected trustees by the attending notary.

V. New Business

A. Consider staffing adjustment proposal.

Steve presented the proposal to advance a staff member to the Circulation Manager. To also restore the weekly hours to a Library Assistant (former Page) and the I.T. Specialist from 24 hours to 30 hours. He also would like to hire a Librarian Assistant at 30 hours per week. Steve presented a job description for the Librarian Assistant Position. A motion was made by Corky, second by Carol to accept the staffing proposal. Motion carried (unanimous).

B. Consider Envisionware MobilePrint Service.

Steve said that Mobile Print would support patrons printing from virtually every device and from any location. A motion was made by Corky, second by Rachel to approve the four year plan. Motion carried (unanimous).

C. Consider proposal to install awning/shade for the patio.

After a discussion a decision was made to table the proposal and look at other companies and costs.

D. Consider setting goal to reducing electrical consumption by 5% each year through August 2021 per SB898.

After discussing the item it was decided to table it until the next meeting to give the Board time to study the proposal.

E. Other new business.

There was none.

VI. Public Comment

There was none.

VII. Adjournment

A motion was made by Corky, second by Anita to adjourn. Motion carried (unanimous). Meeting adjourned at 8:15.

Respectfully submitted

Rachel Dillard
Secretary

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