

**MINUTES**  
BENBROOK LIBRARY DISTRICT  
BOARD OF TRUSTEE MEETING  
December 17, 2018  
Benbrook Public Library  
1065 Mercedes Street  
Benbrook, Texas 76126  
Regular Meeting at 6:30 pm

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

Also Present: Steve Clegg

**I. Call to order:**

Meeting was called to order by Robert Christensen at 6:32 pm.

**II. Approval of minutes:**

First order of business was approval of November 19, 2018 meeting minutes. Corky moved that minutes be accepted as is and Rachel seconded the motion. Motion carried.

**III. New Business:**

Robert suggested that since a visitor was present, the meeting could be slightly rearranged to discuss new business first. In line with last month's decision to use the Blackburn estate monies to fund Children's Literacy, Miranda Bauer, BLD's Children's Librarian gave a presentation. Miranda began the presentation by letting board members know that Phyllis Murilla also contributed ideas to the proposed plan.

Program expenditures could be split into three areas – early childhood, tweens, and teens.

Early childhood – 0-6 years: "Explorium" outside is something Miranda and Steve have discussed in the past. It would focus on nature, hands on activities and would probably need to begin with fencing in the area behind library and adding seating for caregivers. Activities might include digging in soil and water-play, a butterfly garden, and story time held outside.

Tweens – 7-12 years: Focus on STEM programs (Science/Technology/Engineering/Math). Perot Museum to come to library again is another suggestion. Perhaps a quarterly Family Science night.

Teens – 13-18 years: Programs could piggy-back on what is going on now. Laptops which could be mobile (on a cart) for use in Minecraft or Robotics. Green-screen is also something teens are interested in.

IV. **Reports:**

- A. Steve began by reporting that the Holly Jolly Christmas program this year had attendance of 809 people. The biggest “takeaway” this year was that in the future the library will need to notify adult patrons a couple of weeks in advance that there will be numerous children’s activities during the Holly Jolly program.

Steve further explained that he has been interacting with Fort Worth Library which has resulted in unforeseen delays regarding access to the library automation database the library needs in order to configure the mobile app for library patrons. The CEO of Communico and the FW Library have been put in touch with each other so that plans can proceed.

The check Corky is co-signing tonight is for 50% of the total due the RFID vendor.

- B. Investment Officer, Corky gave a snapshot report of investments and discussion followed regarding interest rates.
- C. Treasurer, Rachel Moore presented financial status of BLD as of November 30, 2018 as follows:

Sales Tax	112,360.24
Grants	1,065.87
Fines and Misc. Revenues	1,137.71
Library Sales	823.47
Donation/Gift Revenues	59.85
Interest from Bank Accounts	34.34
Interest from TexPool	2,119.83
Total Income	117,601.31
Total Expenses	119,168.96
Net Income	1,567.65
Bank Adj'd Balance + TexPool	1,409,785.69

No questions were forthcoming regarding the Treasurer’s Report.

- V. **Old Business:** There was no old business to be discussed.

VI. **New Business Continued:**

- A. Consider audit firm engagement letter for FE2018. Steve explained that the cost has increased by \$300 from previous year and this seems in line with the library’s growth. Rachel made a motion that the engagement of Kirk & Richardson as auditors for BLD’s FY 2017/2018 be accepted. Corky seconded the motion and it carried.
- B. Consider resolution adjusting access privileges for library district bank accounts.

Steve explained that a part of the change will be to allow inquiry privilege for the librarians and an admin person so they may check account balances for the three bank accounts – Staff and Operating accounts at Pinnacle and the non-tax revenue account at Wells Fargo. With new board members in place, it was agreed that signatories on these accounts be Steve (Gary Stephen Clegg), Corky (Roy C. Baird), and Rachel (Rachel Moore). Former trustee Carol Hafer would be removed. The wording of the resolution was changed to obscure the account numbers and Christina motioned that the resolution be accepted with correction and Corky seconded the motion. Motion carried.

- C. Consider budget adjustment for FY 2018 budget. Robert asked about the expense of 2 years of MetroPac. Steve explained that was a result of aligning expenditures of this type to come due in October, the beginning of BLD’s fiscal year.

Steve also clarified group health insurance entries. We haven’t heard back from the City regarding overcharges. Corky made motion that the adjusted budget be accepted and Larry seconded. Motion carried.

- D. There was no additional new business.

VII. **Public Comment:** There was no Public Comment.

VIII. **Adjournment:** Corky made motion that meeting be adjourned. Christina seconded and motion carried.

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Reviewed/Corrected/Approved  
Christina Watson, Board Secretary