

**MINUTES**  
BENBROOK LIBRARY DISTRICT  
BOARD OF TRUSTEE MEETING  
December 16, 2019  
Benbrook Public Library  
1065 Mercedes Street  
Benbrook, Texas 76126  
Regular Meeting at 6:30 pm

Members Present: Roy "Corky" Baird; Carol Hafer; Rachel Moore, Larry Vickers; Christina Watson

Also Present: Steve Clegg, David Hafer, Larry O'Flinn

**I. Call to order:**

Carol called regular meeting of BLD's Board of Trustees to order at 6:30 pm.

**II. Public Comment:**

First on the agenda was a call for Public Comment. Carol noted that there are two visitors attending tonight's meeting. Carol introduced the first visitor as David Hafer, President of Benbrook Water Authority (BWA). David began by letting the trustees know that he has been on the board of BWA for two years and is the newly elected President.

This year there are also two new board members, Nick Dons and Karen Henderson. In the past there hasn't been an atmosphere of trust between BLD and BWA and David came to say that he is committed to working on that, not only with the library district but with the public as a whole. BWA is going to be a better neighbor.

**III. Approval of Meeting Minutes:**

After pausing to look over the November 18, 2019 minutes, Rachel made motion that the minutes be accepted as is. Christina seconded the motion and motion carried unanimously.

**IV. Reports:**

A. Report from Library Director began with Steve asking if there were any questions regarding the report sent to trustees last week. The only added items were the Youth Services Librarian's entries.

Rachel asked about the success of the Holly Jolly event held this past Saturday. Steve said the four hours of activities brought in 935 patrons. Both those coming and going seemed happy Steve said. Refreshments were offered in the large Conference Room, which worked better than having food in the hallway. Discussion ensued.

Carol asked if there was anything to add. No one added any comment to Director's Report.

- B. Investment Officer Report for November 2019 was given by Corky, who pointed that sometimes the ending balance doesn't match the beginning balance of the next month. This is due to pending transactions. Corky also reported that the average monthly withdrawals/expenses is \$110K.

Carol thanked Corky.

- C. November Treasurer Report was given by Rachel as follows:

Sales Tax	130,805.34
Fines, Fees, and Misc. Revenue	564.54
Library Sales	831.30
Grants/Donations/Gifts	22.56
Interest from Bank Accounts	45.64
Interest from TexPool	1,651.49
Total Income	133,920.87
Total Expenses	(146,292.73)
Net Income	(12,371.86)
Bank Adj'd Balance + TexPool	1,477,830.20
Bank Unreported Transactions	66,584.76

(Shaded row in above table is not part of November Treasurer's verbal report).

- V. **Old Business:** There was none.

- VI. **New Business:**

- A. Consider agreement with O'Flinn-Patel Collaborative (OPC) for professional landscape architectural services. Mr. O'Flinn was the second visitor at tonight's meeting and came to submit a formal agreement and answer any questions anyone might have. There were several questions mentioned, including when the board might expect an estimate of pricing. O'Flinn responded that this will probably be towards the end of this first phase. Further discussion followed.

At this point, Steve mentioned that when trustees reply to emails regarding the Discovery Zone project, it would be best to carbon copy their library email addresses. This will assure there is record of all correspondence.

Rachel moved that the board accept the OPC proposal and Christina seconded the motion. Motion carried.

- B. Consider resolution updating authorized signers for the TexPool account. Christina made motion that Robert Christenson be removed and Carol Hafer be installed as a signatory on the TexPool account. Corky seconded the motion. Motion carried.

- C. Consider disposal of obsolete computers. Before the library continues installing new computer equipment for employees, the previous PCs need to be declared obsolete. At this point in discussion Steve broached the subject of sales tax, since the Friends have had issues in the past when selling equipment donated by BLD. Discussion followed.

Christina made motion that BLD declare PCs obsolete and transfer them to Friends of Library, with the caveat that we offer them to employees, volunteers, and board members before. Rachel seconded motion and motion carried.

- D. Consider conference room policy. First everyone agreed that the policy in question is for the two small conference rooms only. When the new software and website was integrated there is an option when patrons are scheduling use of a conference room, to accept or reject the conference room policy. This is the reason something has to be put in place. Christina made motion that the policy be accepted with two minor changes which were discussed. Rachel seconded and all were in favor.
- E. Other new business. Discussion began pertaining to trustee meetings in January and February, as the designated meeting dates are holidays – President’s Day and Martin Luther King’s birthday. Everyone agree that the dates will remain as they are.

**VII. Adjournment.**

Carol asked if there was any further New Business or Public Comment or questions.

There being no further comments, Rachel moved that the meeting be adjourned and Larry seconded the motion. All agreed.

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Reviewed/Corrected/Approved  
Christina Watson, Board Secretary