

MINUTES
BENBROOK LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
FEBRUARY 10, 2003
Benbrook Public Library
1065 Mercedes Street
Benbrook, Texas 76126
6:30 P. M.

MEMBERS PRESENT:

Manny Gonzalez	Bob Olmstead
Rick Heyser	Ann Ziehe

MEMBERS ABSENT:

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 meeting of the Board held on January 13, 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 Report for January, 2003*, in which he highlighted milestones and attainments of the Benbrook Public Library and activities of the staff during the month of January. The Library Director's monthly reports are available to the public in the Director's office at the Library.

B. TREASURER, BOARD OF TRUSTEES

1. JANUARY, 2003 SUMMARY:

	Month:	Fiscal YTD:
Total Income	31,974.61	153,746.86
Total Expenses	68,676.97	183,528.36
Total Income - Total Expenses		-29,781.50
Investment Interest	591.02	
Current Investment Balance		506,754.49
Current Checking Acct. Balance	7,211.19	
Curr. Invest. Bal. + Curr. Bank Bal.		513,965.68

2. Note: Total Income - Total Expenses item above does not include expenditures and deposits not yet reported by the bank as of the end of the month.

C. INVESTMENT OFFICER, BOARD OF TRUSTEES

TEXPOOL INVESTMENT SUMMARY AS OF JANUARY 31, 2003:

Beginning Balance	496,163.47
Total Deposits (Bank Transfer)	10,000.00
Total Withdrawals	0.00
Total Monthly Interest	591.02
Current Balance	506,754.49
Earmarked as "Reserve Fund"	125,000.00
Earmarked for Building Expansion	381,754.49

V. OLD BUSINESS

A. REVIEW RESULTS OF BENBROOK LIBRARY CHARRETTE

The BPL Director and staff members, members of the Board, representatives of the Friends of the BPL, representatives of the City, and architect Maureen Arndt met on January 20, 2003 to discuss ideas relating to construction of new Library building space. (The charrette was open to the public. There were no action items and no action was taken.) Baldwin presented to the Board a document of several pages summarizing the results of the charrette and highlights were briefly discussed.

B. CHECKING ACCOUNT BALANCE

Baldwin will continue to closely coordinate with Investment Officer Gonzalez to insure that the timing of withdrawals from the District's checking account balance to deposit in the TexPool investment account does not cause difficulty in adequately covering Library expenditures.

C. OTHER OLD BUSINESS

The Board will continue to gather information necessary to deciding whether early payment of the mortgage balance would be advantageous.

VI. NEW BUSINESS

A. ORDER OF GENERAL ELECTION AND NOTICE OF ELECTION

Motion (Gonzalez), second (Olmstead), carried (unanimous) to adopt as presented the Order of General Election: *RESOLUTION 2003-0210 ...CALLING AN ELECTION FOR THE PURPOSE OF ELECTING THREE TRUSTEES, DESIGNATING POLLING PLACES AND APPOINTING AN EARLY VOTING CLERK.*

B. NOTICE OF ELECTION

Motion (Ziehe), second (Gonzalez), carried (unanimous) to adopt the Notice of General Election.

C. CAPITALIZING AND DEPRECIATING EQUIPMENT POLICY STATEMENT

Baldwin presented the *proposed Policy On Capitalization and Depreciation Effective Date: February 10, 2003.* Motion (Olmstead), second (Ziehe), carried (unanimous) to accept the policy as written and presented.

D. OTHER NEW BUSINESS

Baldwin presented a fund-raising strategies Project Outline submitted by Library Communication Strategies, Inc. that the Board will review and consider.

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 (Olmstead), second (Gonzalez), carried (unanimous) to adjourn the meeting at 7:15 p.m.

Respectfully submitted,

Ann K. Ziehe, Secretary