

MINUTES
BENBROOK LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
FEBRUARY 09, 2004
Benbrook Public Library
1065 Mercedes Street
Benbrook, Texas 76126
6:30 P. M.

MEMBERS PRESENT:

| | |
|----------------|--------------|
| Manny Gonzalez | Jean Sherwin |
| Rick Heyser | Ann Ziehe |
| Bob Olmstead | |

MEMBERS ABSENT:

None

ALSO PRESENT:

| | |
|---------------|--------------------------------|
| Mike Baldwin | Lisa Flowers & daughter Rachel |
| Helen 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 20, 2004 were distributed. Motion (Olmstead), second (Sherwin), carried (unanimous) that the minutes be approved as distributed.

IV. REPORTS

A. LIBRARY DIRECTOR

Baldwin submitted the *Library Director's Report for January, 2004* in which he highlighted milestones and attainments of the Benbrook Public Library and activities of the staff during that month. Additionally, he reported that he is beginning the process of hiring an additional half-time clerk, as previously approved by the Board. 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, along with Board of Trustees meeting minutes and recent Treasurer's reports.

B. TREASURER, BOARD OF TRUSTEES

1. JANUARY, 2004 SUMMARY:

| | Month: | Fiscal YTD: |
|--------------------------------------|-----------|-------------|
| Total Income | 38,940.08 | 162,475.99 |
| Total Expenses | 69,009.67 | 181,495.11 |
| Total Income - Total Expenses | | -19,019.12 |
| Investment Interest | 513.90 | |
| Current Investment Balance | | 594,498.94 |
| Current Checking Acct. Balance | 25,806.69 | |
| Curr. Invest. Bal. + Curr. Bank Bal. | | 620,305.63 |

2. *Noted by Director:* The negative balance reported under "TOTAL INCOME MINUS TOTAL EXPENSES TO DATE" (as of February 03, in the complete Treasurer's Report) reflects payments listed in the Report that will not need to be paid by check until the latest sales tax revenue is direct-deposited into the District's checking account. Thus, the District's bank account should not actually experience a negative balance.

C. INVESTMENT OFFICER, BOARD OF TRUSTEES

TEXPOOL INVESTMENT SUMMARY AS OF :

| | |
|----------------------------------|------------|
| Beginning Balance | 593,985.04 |
| Total Deposits | 0.00 |
| Total Withdrawals | 0.00 |
| Total Monthly Interest | 513.90 |
| Current Balance | 594,498.94 |
| Earmarked as "Reserve Fund" | 125,000.00 |
| Earmarked for Building Expansion | 469,498.94 |

V. OLD BUSINESS

A. AMEND THE FY 2003-2004 BUDGET

No amendment to the budget was needed at this time.

B. OTHER OLD BUSINESS - None.

VI. NEW BUSINESS

A. ELECTION RESOLUTION

Motion (Ziehe), second (Olmstead), carried (unanimous) to approve *RESOLUTION 2004-0209* as presented by the Director, calling an election to be held on the third Saturday in May, for the purpose of electing trustees for the Benbrook Library District. Two trustee positions, currently filled by Heyser and Gonzalez, will be up for election.

B. ORDER OF GENERAL ELECTION

Motion (Gonzalez), second (Olmstead), carried (unanimous) to accept as written the *ORDER OF GENERAL ELECTION*.

C. NOTICE OF GENERAL ELECTION

Motion (Sherwin), second (Ziehe), carried (unanimous) to accept as written the *NOTICE OF GENERAL ELECTION*.

D. LISA FLOWERS, BENBROOK CHAMBER OF COMMERCE

Ms. Flowers, a member of the Chamber, presented to the Board the possibility of the Library's being involved in and holding on Library property some type of community-wide outdoor event, such as a fall or spring fair and/or craft fair. There is eagerness among Benbrook citizens to see this type of family-oriented activity return to the city, she said. The Director will meet with Ms. Flowers to brainstorm ideas and to determine the feasibility of such a project.

E. ESTABLISH A MARCH MEETING DATE

Since two trustees have job-related responsibilities during the evening of the second Monday in March, the Board agreed to hold its regular meeting on March 15, the third Monday.

F. OTHER NEW BUSINESS

Baldwin stated that he will soon mail out to local business persons a cover letter and *Benbrook Business Survey* to express the Library's desire to help local businesses and to further ascertain the needs of the city's business community that could be served by the Library.

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

Helen Baldwin reported that the Friends of the Benbrook Public Library's quilt raffle was a success, with \$500+ profit earned for the Library's Building Fund. Benbrook Mayor Hebert drew the ticket of the winner, the daughter of Friend Cheryl Marquardt.

Lisa Flowers said that she would also like to see Benbrook, possibly in conjunction with the Library, plan an event to honor the city's veterans and members of the military.

VIII. ADJOURNMENT

There being no further business, motion (Olmstead), second (Sherwin), carried (unanimous) to adjourn the meeting at 7:10 p.m.

Respectfully submitted,

Ann K. Ziehe, Secretary