

MINUTES
BENBROOK LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
February 20, 2012

Benbrook Public Library
1065 Mercedes Street
Benbrook, Texas 76126
Work session at 5:45 Regular meeting at 6:00 P. M.

Members Present:

- Roy "Corky" Baird
- Julie Bakke
- Robert Christensen
- Manny Gonzales
- Rick Heyser

Also Present:

- Mike Baldwin
- Steve Clegg
- Anita Mitchell
- Andy Wayman
- Don Richardson
- Jim Wilson

I. CALL TO ORDER

The meeting was called to order at 6:00 p.m. A quorum was present and due notice was published.

II. Consideration of the minutes

The minutes of the meeting of the Board held January 16, 2012 were distributed. Motion (Christensen), second (Baird), carried (unanimous) that the minutes be approved as written

III. Reports

A. Report by Auditor of results of annual audit

Don Richardson, CPA, of Kirk & Richardson, P.C., Certified Public Accountants, presented to the Board the Benbrook Library District Annual Financial Report for the year ending September 30, 2011. Mr. Richardson expressed appreciation of a job well done to all involved in the Library's accounting process over the past year. He stated that his firm in its report once again gave "an unqualified opinion", which he said is the best opinion offered by auditors. There were no recommendations by the auditors.

B. Board Announcement

Rick Heyser announced his intention to resign from the Benbrook Library Board of Trustees effective April 30, 2012.

C. Library Director's Report of his business activities for the District during January 2012

described meetings attended, district business conducted and financial transactions.

Baldwin submitted the Library Director's Report for January 2012, in which he highlighted milestones and attainments of the Benbrook Public Library as well as activities of the staff. 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 report

- D. Investment Officer, Board of Trustees, Report of status for the District's investments as of January 31, 2012

TEXPOOL INVESTMENT SUMMARY AS OF January 31, 2012:

Beginning Balance	\$1,490,097.38
Total Deposits	\$20,000.00
Total Withdrawals	\$23,072.99
Total Monthly Interest	\$110.10
Current Balance	\$1,484,346.52
Earmarked as "Reserve Fund"	\$250,000.00
Earmarked for Building Expansion	\$1,237,134.49

- E. Treasurer, Board of Trustees, Report of financial status for the District as of January 31, 2012; including income, expenditures, bank statements and TexPool Account

January 2012 Summary:

	Month:	Fiscal YTD:
Total Income	\$91,601.32	\$351,625.05
Total Expenses	\$65,512.54	\$266,791.37
Total Income - Total Expenses	\$26,088.78	\$84,833.68
Investment Interest	\$110.10	
Current Investment Balance	\$1,484,346.52	
Current Checking Acct. Balance	\$47,876.22	
Curr. Invest. Bal. + Curr. Bank Bal	\$1,535,010.71	

F. Report by Assistant Director on progress in renovation of Library Website

Steve is getting community input about the web site. The developer has started work on the new design.

IV. Old Business

A. Approve a resolution setting a date for the library trustees election

Motion (Bakke) second (Gonzalez) approve (unanimously) to approve resolution 02202012 as written

B. Community Gardens

Baird brought the topic of community gardens back to the board. The board has given him the authority to further explore the concept and report back.

V. New Business

A. Consider proposed format for employee appraisals

Discussion held. The item is tabled at this time. The board is to review and send comments to Steve.

B. Consider results of staff survey.

Tabled. Directors will develop a summary for the next meeting.

C. Consider action for expansion planning

Discussion held. No action taken.

D. Other new business

Next meeting will be March 19, 2012

VI. Public Comment

No public comment

VII. ADJOURNMENT

Having no further business, motion (Baird), second (Gonzalez), carried (unanimously) to adjourn the meeting at 7:14 p.m.

Respectfully submitted,

Julie Bakke, Secretary