

MINUTES  
BENBROOK LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING  
JANUARY 13, 2002  
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	Don Richardson, CPA
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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 meetings of the Board held on November 11 and December 09, 2002 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 December, 2002*, in which he highlighted milestones and attainments of the Benbrook Public Library and activities of the staff during the month of December. The Library

Director's monthly reports are available to the public in the Director's office at the Library.

B. TREASURER, BOARD OF TRUSTEES

*DECEMBER, 2002 SUMMARY:*

	Month:	Fiscal YTD:
Total Income	37,580.54	121,772.25
Total Expenses	43,048.85	114,851.39
Total Income - Total Expenses		6,920.86
Investment Interest	615.72	
Current Investment Balance		496,163.47
Current Checking Acct. Balance	38,658.78	
Curr. Invest. Bal. + Curr. Bank Bal.		534,822.25

C. INVESTMENT OFFICER, BOARD OF TRUSTEES

*TEXPOOL INVESTMENT SUMMARY AS OF DECEMBER 31, 2002:*

Beginning Balance	495,547.75
Total Deposits	0.00
Total Withdrawals	0.00
Total Monthly Interest	615.72
Current Balance	496,163.47
Earmarked as "Reserve Fund"	125,000.00
Earmarked for Building Expansion	371,163.47

V. OLD BUSINESS

A. BENBROOK LIBRARY CHARRETTE - JANUARY 20, 2003

The Board of Trustees and members of the library building committee will meet with architect Maureen Arndt, Senior Associate with Phillips Swager Associates on Monday, January 20 from approximately 8:30 a.m. to 4:00 p.m. Discussion will relate to planning for future construction of new library building space. The meeting will be open to the public.

B. OTHER OLD BUSINESS

Baldwin presented information concerning the possibility of early repayment or refinancing of the Library's current mortgage.

## VI. NEW BUSINESS

### A. AUDITOR'S REPORT

1. *Rearrangement of Agenda* - The Board allowed Don Richardson to present this report following the Invocation in order that he might leave the meeting earlier in the evening.
2. Don Richardson, CPA, of Kirk & Richardson, P.C., presented to the Board the Benbrook Library District Annual Financial Report for the Year Ended September 30, 2002. Mr. Richardson expressed appreciation of the Library staff's and Board's accomplishments of the past year, and stated that his firm in its report gave "an unqualified opinion", which he said is the best opinion offered by auditors. Mr. Richardson then explained various aspects of the report and discussed recommendations and comments reported to management of the District in a separate letter dated January 8, 2003.

### B. FOCUS GROUP - ARLINGTON PUBLIC LIBRARY - 01/16/2003

Sherwin and Heyser will attend this meeting concerning Texas Public Libraries.

### C. OTHER NEW BUSINESS

None.

## 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 (Sherwin), carried (unanimous) to adjourn the meeting at 7:30 p.m.

Respectfully submitted,

Ann K. Ziehe, Secretary

**MINUTES**  
**BENBROOK LIBRARY DISTRICT**  
**BOARD OF TRUSTEES MEETING**  
**JANUARY 14, 2002**  
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

**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 December 10, 2001 were not presented at this meeting. They will be considered for approval at the meeting on February 11, 2002.

**IV. REPORTS**

**A. LIBRARY DIRECTOR**

Baldwin submitted the *Library Director's Report for December, 2001*. Highlights follow.

The Director...

- >initiated the process of building expansion by contacting several Benbrook citizens regarding forming a building committee.
- >wrote and submitted required quarterly statistical and financial reports for current Establishment Grant.
- >supervised mailing of second Library newsletter to all Benbrook residents.
- >Compiled responses to the library services survey (printed in newsletter and available on Library's website) for presentation to the Board.

B. TREASURER

December, 2001 (Summary):

	Month:	Fiscal YTD:
Total Income	46,273.54	160,589.94
Total Expenses	22,346.95	151,678.95
Total Income - Total Expenses		8,910.99
Investment Interest	605.97	
Current Investment Balance		302,974.05
Current Checking Acct. Balance	96,217.14	
Curr. Investment Bal. + Curr. Bank Bal.	366,327.18	

C. INVESTMENT OFFICER

*TEXPOOL INVESTMENT SUMMARY AS OF DECEMBER 31, 2001:*

Beginning Balance	302,368.08
Total Deposits	0.00
Total Withdrawals	0.00
Total Monthly Interest	605.97
Current Balance	302,974.05
Earmarked as "Reserve Fund"	125,000.00
Earmarked for Building Expansion	177,974.05

V. OLD BUSINESS

A. LIBRARY SIGN AND LANDSCAPING

1. *Sign* - Good references were received for Tom Short Signs. The Board therefore approved this company's "Design #1" and requested that the Director notify Mr. Short to begin installation.
2. *Landscaping* - Baldwin consulted with our groundskeeper who recommended that the drainage "channel" near the

front of the property not be altered. Drainage issues and further landscaping of Library property can be addressed by the building committee.

B. OTHER OLD BUSINESS

None.

VI. NEW BUSINESS

A. BUILDING ADDITION

1. *Formation of Building Committee* - Baldwin has contacted three Benbrook citizens (a member of City staff, a Benbrook citizen with architectural expertise, and a member of the Water and Sewer Authority staff) asking whether they would be willing to serve on this committee. Dave Gattis replied that he would, and Baldwin has not yet received a reply from the other two. Sherwin will represent the Board on the committee.
2. *Planning* - The Committee will guide the process of planning for Library expansion and make recommendations to the Board. In addition, the Director will investigate fund-raising possibilities.

B. FINANCIAL PROCEDURES REVIEW

Review by the Director, the Board Treasurer and the Investment Officer has found that expenditures, payments and deposits must be carefully timed to avoid future situations where Library funds could be adversely affected. The revised financial reporting format should prevent this sort of negative occurrence.

C. AUDIT

Don Richardson, C. P. A., will attend the meeting of the Board on February 11 to present his report on the District's annual audit.

D. OTHER NEW BUSINESS

Among the responses to the Library services survey was a request for improvement in the children's book collection and the "décor" of the children's area. The Librarians were already planning and taking steps toward this end. The Director commented that, overall, the responses to the survey

were quite positive. Use has been strong and relatively trouble-free on Library computers, and Library use by students of all grade levels is continually increasing.

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

There were no comments.

**VIII. ADJOURNMENT**

There being no further business, motion (Olmstead), second (Gonzalez), carried (unanimous) to adjourn the meeting.

**Respectfully submitted,**

**Ann K. Ziehe, Secretary**