

MINUTES
BENBROOK LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
JANUARY 13, 2003
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
(WORK SESSION)
JANUARY 20, 2003
Benbrook Public Library
1065 Mercedes Street
Benbrook, Texas 76126
8:30 A.M. - 4:00 P.M.

MEMBERS PRESENT:

Manuel Gonzalez	Jean Sherwin
Rick Heyser	Ann Ziehe
Bob Olmstead	

MEMBERS ABSENT:

None

ALSO PRESENT:

Benbrook Public Library Director and staff members,
representatives of the Friends of the BPL,
representatives of the City, and architect Maureen Arndt

WORK SESSION: LIBRARY CHARRETTE

Discussion of construction of new Library building space
(no action items; no action taken)

Respectfully submitted,

Ann K. Ziehe, Secretary