

**MINUTES
BENBROOK LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
JANUARY 20, 2004**

Benbrook Public Library
1065 Mercedes Street
Benbrook, Texas 76126
7:00 P. M.

MEMBERS PRESENT:

Manny Gonzalez	Jean Sherwin
Rick Heyser	Ann Ziehe
Bob Olmstead	

MEMBERS ABSENT:

None

ALSO PRESENT:

Helen Baldwin	Gail Kapavik
Mike Baldwin	Kathy Ledford
Steve Stojak, C.P.A.	

I. CALL TO ORDER

After a brief delay, the meeting was called to order at 7:15 p.m. A quorum was present and due notice had been published.

II. INVOCATION - Ann Ziehe

III. PRESENTATIONS

A. FRIENDS OF THE LIBRARY

Gail Kapavik, President of the Friends of the Benbrook Public Library, presented to the Board a check in the amount of \$1,000 to be deposited in the Building Fund. This donation was made possible through the Friends' various fund-raising activities and also included earnings from the grocery card program. The Board expressed its appreciation to the Friends for their outstanding efforts on behalf of the Library.

B. AUDITOR

Steve Stojak, CPA, of Kirk & Richardson, P.C., Certified Public Accountants, presented to the Board the Benbrook Library District Annual Financial Report for the Year Ended September 30, 2003. Mr. Stojak expressed appreciation of a job well done to all involved in the Library's accounting process over the past year, especially in light of having implemented a new financial reporting model, as required by the provisions of the new Governmental Accounting Standards Board Statement No. 34. He stated that his firm in its report once again gave "an unqualified opinion", which he said is the best opinion offered by auditors. Mr. Stojak then explained various aspects of the report and discussed observations and recommendations reported to the District's Board and administration in a separate letter dated December 16, 2003.

IV. CONSIDERATION OF MINUTES

The minutes of the meeting of the Board held on December 08, 2003 were distributed. Motion (Gonzalez), second (Sherwin), carried (unanimous) that the minutes be approved as distributed.

V. REPORTS

A. LIBRARY DIRECTOR

1. *Report*

Baldwin submitted the *Library Director's Report for December, 2003* in which he highlighted milestones and attainments of the Benbrook Public Library and activities of the staff during that month. 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.

2. *Comments on American Library Association Convention*

At the recent national convention in San Diego, Baldwin submitted a proposal for a "One Book, One Nation" national reading event similar to local "One City, One Book" events. He also proposed to the Texas Caucus and submitted to ALA Graphics a "Library Stamps" fund-raising idea, wherein library-themed stamps for the

backs of envelopes would be made available for patrons to purchase. This concept could be repeated in future years as a continuing source of revenue for libraries.

B. TREASURER, BOARD OF TRUSTEES

DECEMBER, 2003 SUMMARY:

	Month:	Fiscal YTD:
Total Income	37,941.03	123,535.91
Total Expenses	33,322.68	112,485.44
Total Income - Total Expenses		11,050.47
Investment Interest	506.89	
Current Investment Balance		593,985.04
Current Checking Acct. Balance	39,967.56	
Curr. Invest. Bal. + Curr. Bank Bal.		633,952.60

C. INVESTMENT OFFICER, BOARD OF TRUSTEES

TEXPOOL INVESTMENT SUMMARY AS OF DECEMBER 31, 2003:

Beginning Balance	572,478.15
Total Deposits	21,000.00
Total Withdrawals	0.00
Total Monthly Interest	506.89
Current Balance	0.00
Earmarked as "Reserve Fund"	125,000.00
Earmarked for Building Expansion	447,478.15

VI. OLD BUSINESS

A. AMEND THE FY 2003-2004 FISCAL YEAR BUDGET

No amendment to the budget was needed at this time.

B. LIBRARY BUILDING MORTGAGE

The Director presented the document *PROJECTING THE BENBROOK LIBRARY DISTRICT FINANCIAL STATUS WITH SEVERAL FUNDING OPTIONS* and put forward his recommendation. The Board then discussed the funding and action options that were presented and voted. Motion (Heyser), second (Gonzalez), carried (unanimous): (1) to pay off the mortgage loan on the Library building as of January 31, 2004 and (2) that the money dedicated to mortgage payments be directly deposited into the District's investment account and set aside for the Building Fund.

C. OTHER OLD BUSINESS - None.

VII. NEW BUSINESS

A. OTHER NEW BUSINESS

1. Open House for Businesses

Baldwin has arranged in conjunction with the Benbrook Chamber of Commerce to host at the Library an open house for local businesses on February 27, 2004. Featured will be a demonstration of the new computer databases targeted at assisting businesspersons.

2. Upcoming Election

Election Resolutions will be presented at the next Board meeting, and candidate packets will be available. Trustees Gonzalez and Heyser will face re-election this year.

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

Helen Baldwin reported that the Quilt Display and the Friends' fundraising activity of selling tickets to win the quilt are doing well. On February 7, Benbrook Mayor Hebert will draw the ticket to determine the winner of the quilt. Also, the Albertson's Preferred Card program is doing well at raising funds for the Library, but the similar program at Tom Thumb is not producing as much revenue.

IX. ADJOURNMENT

There being no further business, motion (Sherwin), second (Olmstead), carried (unanimous) to adjourn the meeting at 7:54 p.m.

Respectfully submitted,

Ann K. Ziehe, Secretary