

MINUTES
BENBROOK LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
January 10, 2005

Benbrook Public Library
1065 Mercedes Street
Benbrook, Texas 76126
6:30 P. M.

MEMBERS PRESENT:

- Jean Sherwin
- Rick Heyser
- Julie Bakke
- John Fares
- Manny Gonzalez

MEMBERS ABSENT:

- None

ALSO PRESENT:

- Steve Stojak

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. Auditors Report

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, 2004. Mr. Stojak expressed appreciation of a job well done to all involved in the Library's accounting process over the past year, especially the paying off of the building note. 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 28, 2004.

III. CONSIDERATION OF THE MINUTES

The minutes of the meeting of the Board held on December 13, 2004 were distributed. Motion (Gonzalez), second (Fares), carried (unanimous) that the minutes be approved as distributed

IV. REPORTS

A. LIBRARY DIRECTOR

Baldwin submitted the *Library Director's Report for December 2004*, in which he highlighted milestones and attainments of the Benbrook Public Library as well as 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.

B. TREASURY REPORT

December 2004 SUMMARY:

	Month:	Fiscal YTD:
Total Income	39,567.00	135,832.47
Total Expenses	38,535.55	116,106.71
Total Income - Total Expenses		19,725.76
Investment Interest	596.42	
Current Investment Balance		340,094.58

Current Checking Acct. Balance	28,587.76
Curr. Invest. Bal. + Curr. Bank Bal.	368,682.24

C. INVESTMENT OFFICER, BOARD OF TRUSTEES

TEXPOOL INVESTMENT SUMMARY AS OF December 31, 2004:

Beginning Balance	339,498.16
Total Deposits	0.00
Total Withdrawals	0.00
Total Monthly Interest	596.42
Current Balance	
Earmarked as "Reserve Fund"	125,000.00
Earmarked for Building Expansion	215,094.58

VIII. OLD BUSINESS

A. LIBRARY FACILITY

Baldwin presented that requests for proposals have been sent to four architectural firms. The Building Committee will meet on January 24, 2005 to consider the proposals and will present their recommendations in February.

B. OTHER OLD BUSINESS

The board decided to change the February meeting date from the 14th to the 7th due to schedule conflicts with several board members. The next board meeting will be held on the 7th of February at 6:30.

IX. NEW BUSINESS

A. Action on the Auditors Report. No action is necessary.

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

No comments were voiced.

XI. ADJOURNMENT

There being no further business, motion (Sherwin), second (Gonzalez), carried (unanimous) to adjourn the meeting at 7:08 p.m.

Respectfully submitted,

Julie Bakke, Secretary

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