

MINUTES  
BENBROOK LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING  
January 18, 2006

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

MEMBERS PRESENT:

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

MEMBERS ABSENT:

- Jean Sherwin

ALSO PRESENT:

- Mike Baldwin
- Helen Baldwin
- Amy Trammell
- Tod Schwartz
- Lori Batchelor

I. CALL TO ORDER

The meeting was called to order at 7:00 p.m. A quorum was present and due notice had been published.

II. CONSIDERATION OF THE MINUTES

The minutes of the meeting of the Board held on December 5, 2005 were distributed. Motion (Fares), second (Gonzalez), carried (unanimous) that the minutes be approved as written.

### III. REPORTS

#### A. LIBRARY DIRECTOR

Baldwin submitted the Library Director's Report for December 2005, in which he highlighted milestones and attainments of the Benbrook Public Library as well as activities of the staff during those months. 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](http://www.benbrooklibrary.org), along with Board of Trustees meeting minutes and recent Treasurer's reports.

#### B. TREASURY REPORT

##### December 2005 SUMMARY:

	Month:	Fiscal YTD:
Total Income	\$42,610.47	\$142,624.41
Total Expenses	\$35,727.65	\$108,346.97
Total Income - Total Expenses	\$6,882.82	\$34,277.44
Investment Interest	\$2,111.71	
Current Investment Balance	\$605,618.33	
Current Checking Acct. Balance	\$16,601.85	
Curr. Invest. Bal. + Curr. Bank Bal.	\$622,220.18	

#### C. INVESTMENT OFFICER, BOARD OF TRUSTEES

##### TEXPOOL INVESTMENT SUMMARY AS OF December 31, 2005:

Beginning Balance	\$583,506.62
Total Deposits	\$20,000.00
Total Withdrawals	\$0.00
Total Monthly Interest	\$2,111.71

Current Balance	\$605,618.33
Earmarked as "Reserve Fund"	\$125,000.00
Earmarked for Building Expansion	\$480,618.33

#### IV. OLD BUSINESS

##### A. No old business

#### V. NEW BUSINESS

- A. **Auditors Report**  
 Amy Trammell, 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, 2005. Ms Trammell expressed appreciation of a job well done to all involved in the Library's accounting process over the past year. She stated that her firm in its report once again gave "an unqualified opinion", which she said is the best opinion offered by auditors. Ms Trammell 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 15, 2005.
- B. **Library Expansion**  
 Tod Hanson of Schwartz Hanson Architects presented a rough mock up of preliminary ideas for the library expansion. He answered questions from the board and discussion was held regarding the drawing. The board agreed to continue the process of designing the expansion with the scope and the proposed budget as shown.
- C. **Creation of Construction Funds Bank Account**  
 Motion was made (Gonzalez), second (Bakke) to open an account at Texas Bank for the purpose of moving funds from TexPool to the new account for the costs of the expansion in the amount of \$150,000. Carried unanimously.
- D. **Response to State Comptroller regarding request to reimburse \$28,000.00 in overpayment**  
 Motion was made (Gonzalez) second (Bakke) to postponed this item responding to request for reimbursement of \$28,000.00 in over payment until such time that proof of over payment is shown. Discussion was held. Motion carried unanimously.
- E. **Designate Mike Baldwin as the Library District's agent to CAPP**  
 Motion made (Gonzalez), second (Fares) to designate Baldwin as the agent for the Library District to CAPP. Motion carried unanimously
- F. **Other New Business**  
 No other new business was raised.

VI. PUBLIC COMMENT –

No comments were voiced

VII. ADJOURNMENT

There being no further business, motion (Gonzalez), second (Fares), carried (unanimous) to adjourn the meeting at 8:05 p.m.

Respectfully submitted,

Julie Bakke, Secretary

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