

**MINUTES  
BENBROOK LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING  
(WORK SESSION)**

**January 8, 2007**  
Benbrook Public Library  
1065 Mercedes Street  
Benbrook, Texas 76126  
6:00 p.m.

**MEMBERS PRESENT:**

Manuel Gonzalez  
Rick Heyser  
Julie Bakke  
Jean Sherwin  
Corky Baird

**ALSO PRESENT:**

Michael Baldwin  
Kathleen Wells  
Tod Hanson

**I. CALL TO ORDER**

**II. Old Business**

A. Consider General Contractor Proposals

The board discussed the bid proposals received for the library expansion. Questions were answered by Mike Baldwin, Tod Hanson and Kathleen Wells. The board will vote on a general contractor at the general meeting next week.

**III. Adjournment**

Meeting adjourned at 7:10.

Respectfully submitted,

Julie Bakke, Secretary

MINUTES  
BENBROOK LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING  
January 15, 2007

Benbrook Public Library  
1065 Mercedes Street  
Benbrook, Texas 76126  
6:00 P. M.

MEMBERS PRESENT:

- Rick Heyser
- Jean Sherwin
- Julie Bakke
- Manny Gonzalez
- Roy Baird

ALSO PRESENT:

- Mike Baldwin
- Tod Hanson
- Kathleen Wells
- Don Richardson

I. CALL TO ORDER

The meeting was called to order at 6:00 p.m. A quorum was present and due notice had been published. The board agreed to change the order of the agenda to move to new business: annual audit presentation:

II. New business

A. Annual Audit presentation by Kirk & Richardson

Don Richardson, 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, 2006. Mr. Richardson expressed appreciation of a job well done to all involved in the Library's accounting process over the past year. 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. Richardson 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 January 2, 2007.

III. Old Business

A. Recommend a contractor with whom to negotiate based on ranking

The board continued to discuss the ranking of the contractors. After deliberation, the motion was made (Baird) second (Sherwin) carried (unanimously) to rank the contractors in the following order (from highest to lowest): Prime, Modern, Triune, Phillips Mays, Basecom, Stillwell, RBR, Tyson and to enter into negotiations in rank

order for a contract for general contractor for the library expansion.

B. Landscaping

The sapling growing at the front of the building is getting larger and Sherwin is concerned it may be compromising the foundation. Baldwin will have the landscape company look at it.

IV. CONSIDERATION OF THE MINUTES

The minutes of the meeting of the Board held on December 18, 2006 were distributed. Motion (Gonzalez), second (Sherwin), carried (unanimous) that the minutes be approved as written.

V. Reports

A. LIBRARY DIRECTOR

Baldwin submitted the Library Director's Report for December 2006, 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 2006 SUMMARY:

	Month:	Fiscal YTD:
Total Income	\$47,997.81	\$148,959.65
Total Expenses	\$42,141.08	\$115,652.55
Total Income - Total Expenses	\$5,856.73	\$33,307.10
Investment Interest	\$7684.50	
Current Investment Balance	\$1,726,224.87	
Current Checking Acct. Balance	\$41,921.00	
Curr. Invest. Bal. + Curr. Bank Bal.	\$1,26,224.87	

C. INVESTMENT OFFICER, BOARD OF TRUSTEES

TEXPOOL INVESTMENT SUMMARY AS OF December 31, 2006:

Beginning Balance	\$1,710,040.37
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Total Deposits	\$8,500.00
Total Withdrawals	\$0.00
Total Monthly Interest	\$7684.50
Current Balance	\$1,710,040.37
Earmarked as "Reserve Fund"	\$125,000.00
Earmarked for Building Expansion	\$1,601,224.87

VI. NEW BUSINESS (resumed)  
A. Loan Payment

The board wishes to set up an account to allow the loan payments to be directly debited for the amount of the loan payment. Baldwin will set this up.

B. Recommendation on leasing a copy machine

Motion was made (Sherwin) second ( Bakke) passed unanimously to enter into a lease agreement with West Equipment for the Sharp ARM207 copier and maintenance.

VII. PUBLIC COMMENT

No public comment

VIII. ADJOURNMENT

There being no further business, motion (Sherwin), second (Bakke), carried (unanimous) to adjourn the meeting at 6:55p.m.

Respectfully submitted,

Julie Bakke, Secretary