

Minutes
BENBROOK LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
January 16, 2012

Benbrook Public Library
1065 Mercedes Street
Benbrook, Texas 76126
Work session at 5:45 Regular meeting at 6:00 p.m.

Members Present:

Rick Heyser Roy Baird Robert Christensen
Manny Gonzales

Also Present:

Mike Baldwin Steve Clegg Anita Mitchell

Absent:

Julie Bakke

I. CALL TO ORDER

The meeting was called to order at 6:05 p.m. A quorum was present and due notice was published.

II. Approval of Meeting Minutes of November 21, 2011.

The minutes of the meeting of the Board held November 21, 2011 were distributed. Motion (Christensen), second (Baird), carried (unanimous) that the minutes be approved as written.

III. REPORT

- A. The Library Director and Assistant Director's Reports of business activities for November, 2011 and December 2011, including meetings attended, district business conducted, & financial transactions.

The Library Director's and Assistant 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 the Board of Trustees meeting minutes and recent Treasurer's report.

Questions were asked by the board about the new Reference Librarian's qualifications. Steve described Cullen's qualifications and Roy said that he had talked to him some.

A question was asked about Maureen Arndt the library architect, who has extensive expertise in library design. She said she was willing to help with the expansion. We cannot build upward in our current building we would have to add on then build

upward. We need to keep the building as physically flexible as possible. Roy asked if we were at a place now where we needed to expand. Mike said we could not do some of the things we would like to in the current building, but were not at a critical stage.

- B. Investment Officer, Board of Trustees, Report of status for the District's investments as of November 30, 2011 and December 31, 2011.

TEXPOOL INVESTMENT SUMMARY AS OF November 30, 2011:

Beginning Balance	\$1,464,863.81
Total Deposits	\$25,000.00
Total Withdrawals	\$0
Total Monthly Interest	\$131.14
Current Balance	\$1,489,994.95
Earmarked as "Reserve Fund"	\$250,000.00
Earmarked for Building Expansion	\$1,239,994.95

TEXPOOL INVESTMENT SUMMARY AS OF December 31, 2011:

Beginning Balance	\$1,489,994.95
Total Deposits	\$0.00
Total Withdrawals	\$0.00
Total Monthly Interest	\$102.43
Current Balance	\$1,490,097.38
Earmarked as "Reserve Fund"	\$250,000.00
Earmarked for Building Expansion	\$1,240,097.38

- C. Treasurer, Board of Trustees, Report of financial status for the District as of November 30, 2011; including income, expenditures, bank statements and TexPool Account.

November, 2011 Summary:

	Month:	Fiscal YTD:
Total Income	\$89,384.87	\$181,324.55
Total Expenses	\$74,003.72	\$152,918.26
Total Income - Total Expenses	\$15,381.15	\$28,406.29
Investment Interest	\$131.14	
Current Investment Balance	\$1,489,994.95	
Current Checking Acct. Balance	\$13,972.97	
Curr. Invest. Bal. + Curr. Bank Bal	\$1,503,967.92	

December, 2011 Summary:

	Month:	Fiscal YTD:
Total Income	\$78,699.18	\$260,023.73
Total Expenses	\$48,360.57	\$201,278.83
Total Income - Total Expenses	\$30,338.61	\$58,744.90
Investment Interest	\$102.43	
Current Investment Balance	\$1,490,097.38	
Current Checking Acct. Balance	\$45,480.05	
Curr. Invest. Bal. + Curr. Bank Bal	\$1,535,577.43	

D. Report by Assistant Director on progress in renovation of Library website.

Steve gave a report on where we are in regards to a new website. The board discussed additional considerations for the website. It was suggested that we do a survey from our patrons on what they would like our website to have. It was also suggested that we ask in the February newsletter for feedback from the public on this. Steve has talked with Pressman Printing and Paradigm Design about a new design for the library's newsletter and electronic newsletter would coordinate with our new website.

IV. Old Business

A. Proposed Policy on background checks for Staff, Board & Volunteers.

A motion (Christensen) second (Gonzalez) to put a policy in place. Change if needed at a later time. Background checks on the Trustees are not necessary as they are elected officials and must declare eligibility with regard to established standards as candidates.

B. Proposed Records Management Policy, Including Library Email Accounts for District Trustees.

It was suggested that Cullen be made Records Management Officer, to be discussed at the next meeting. It was stated in the Assistant Director's report that email accounts for the District Trustees have been established, but a method for ensuring compliance with the Public Information Act is still in development.

C. Other Old Business

Consider an employee appraisal tool and policy.
It will be considered at the February meeting.

Consider a facility expansion plan
To be presented at the February meeting.

V. New Business

A. SB 100 changes to election dates, deadlines and Procedures

It was decided to wait for the city of Benbrook to meet on the election dates and talk about it at the next meeting. We shall refer the matter to our attorneys to prepare a Corporate Resolution for consideration at the next meeting. Steve is to talk to the city about dates, and the next Board meeting may need to be moved up to February 13.

B. Consider Staff Survey

A survey was created and distributed to staff and volunteers. Steve will compile and report on the results.

C. Other New Business

Steve asked if Cullen could work extra hours to help with library projects. He also asked how many hours over Cullen could work. Steve is to determine the number of hours a regular part time employee may work before benefits must be given.

VI. Public Comment

Anita asked some questions about the Horizon system. Steve was able to answer her. She also suggested that we might want to have an advisory committee to help with the questions on the new website. The Board has turned this over to Mike and Steve and will wait for their recommendations.

Anita also wanted to mention to the Board how important Volunteers were to the library. They need to be recognized by the Library and thanked for their service. She said that some Volunteers made a comment on how nice it was when we had a dinner for them at a restaurant.

VII. Adjournment

Having no further business, motion (Gonzalez) second (Baird), carried (unanimously) to adjourn the meeting at 7:00 p.m.

Respectfully submitted,

Julie Bakke, Secretary