

**MINUTES**  
BENBROOK LIBRARY DISTRICT  
BOARD OF TRUSTEE MEETING  
January 15, 2018  
Benbrook Public Library  
1065 Mercedes Street  
Benbrook, Texas 76126  
Regular Meeting at 6:30 pm

Members Present: Roy "Corky" Baird; Robert Christensen; Rachel Dillard; Carol Hafer; Anita Mitchell

Also Present: Steve Clegg, Manny Gonzales

I. Call to order:

The meeting was called to order at 6:30 p.m. by Robert Christensen.

II. New Business:

- A. First item on the agenda is meeting minutes for November. Director explained these minutes aren't available.
- B. Next item of business is Library Director's trip to Austin. A summary of the meeting was sent to board members via email. There is also an upcoming district meeting on January 26<sup>th</sup> for special purposes. The library director suggests we should have a lobbyist or consultant involved.
- C. Some discussion of new employee, MakerSpace Assistant and programs the library offers. Board members hear comments from people about our library's special programs.

III. Investment report:

- A. It was an atypical month. Twenty thousand dollars had to be moved from Wells Fargo to Pinnacle to cover an overage. So, \$100,000 was moved from TexPool account to alleviate this type problem.

Investment Officer feels that February will be a heavy month for tax income since it has in the past.

IV. Treasurer's report for November:

There are no December financials at this time. November financials are as follows:

in the library. Library Director suggests that we order three plaques to begin with:

- In memory of Kathy Ledford
- On-going Memorials (12" x 16")
- BLD Anniversary year – commemorate founders

Discussion followed regarding the existence of the library being due to the founders and we need to honor those who are still with us.

B. Benbrook Water Authority (BWA) proposal:

Discussion regarding the water tower to be built spanning the property of BWA *and* a portion the Library's property. There will have to be a driveway to accommodate the needs of the library as well.

C. Budget Adjustments

The director has asked another library about their accounting practices and asked our accounting firm and the auditors, all the while trying to get an understanding of the adjustments made part way through the fiscal year

VII. New Business

D. North entry doors – to be made ADA compliant and the door to the patio to be automated. There's a labor savings to have both doors on the same work order. Anita Mitchell moved that we allocate \$6,000 for our door mechanism on the north end of the building and the patio door. Carol seconded the motion. Motion carried.

E. Next item: Auditor's Engagement Letter for 2017. Passed unanimously.

F. Last item: Permission for Library Director to attend Library District meeting on January 26<sup>th</sup> in Austin. Approved.

VIII. There being no public comment, Corky Baird moved to adjourn. Motion carried unanimously.

Sales tax	94,841.98
Grants	00
Fines, Fees, Royalties, and Gifts	1,332.16
Concession Income	611.59
MakerSpace Income	436.91
Interest from Bank Accounts	2.24
Interest from TexPool	1,080.84
Total Income	98,305.72
Expenses	<u>(80,515.69)</u>
Net Income	17,790.03
Bank Balance Including TexPool	\$1,303,091.90

Any questions regarding Treasurer's Report? There were none.

V. New Business:

A. Managing Friends of the Benbrook Library Funds Policy:

Manny Gonzales attended this month's meeting. Kathy Ledford had served as a liaison between the library and the Friends. With Kathy's passing there was no one to manage the finances

Manny explained there are four sources of funds for the Friends:

- When a patron asks that we "keep the change" when they are paying fines or other charges, the additional money is rang up as Donation (Friends).
- There's a receptacle in the library lobby for monetary donations.
- Sale of books monies is also rang up as Friends.
- Donations sent via mail is also Friends money.

Manny also brought up the fact that the Friends group has to pay taxes on anything they sell.

Library Director prepared a policy regarding Friends monies and expects a response from the auditors soon. Steve will also poll other libraries and find out how their "Friends" operate.

Everyone thanked Manny for coming.

VI. Old Business:

- A. Memorials: After checking with a number of companies, Steve has found that plaque orders go to the same vendor, so we will go directly to that vendor. Each plaque will be approximately the same size and will have a prominent display place