

MINUTES
BENBROOK LIBRARY DISTRICT
BOARD OF TRUSTEE MEETING
January 21, 2019
Benbrook Public Library
1065 Mercedes Street
Benbrook, Texas 76126
Regular Meeting at 6:30 pm

Members Present: Roy "Corky" Baird; Robert Christensen; Larry Vickers; Christina Watson

Also Present: Steve Clegg;

I. Call to order:

Meeting was called to order by Robert Christensen at 6:34 pm.

II. Approval of minutes:

Robert began with the first order of business -- approval of December 17, 2018 meeting minutes. Corky moved that minutes be accepted as is and Larry seconded the motion. Motion carried.

III. Reports:

- A. Report by Library Director began when Robert asked about the December Chamber of Commerce banquet. Steve explained that BLD participates in Chamber functions, or has in the past. Trustees may want to decide if BLD will continue having a presence at with the Chamber.

Robert also asked about the Perot Museum's visit to the library. The Children's Librarian, Miranda Bauer has made arrangements in the past for visits from the museum. There is no cost to the library, but they accept donations. Christina interjected that there were 150 patrons who enjoyed the Perot visit.

Steve explained that there are a couple of items which were not part of the meeting agenda, but trustees should be aware. BLD has received a 2019 engagement letter from KMCPA. However, Steve has suggested to Cyndy Kimberling, one of the owners, that the following provisions be added:

- BLD receive financials in a timelier manner (at least 4 days before board meeting).
- If changes are made after financial statements are published, Steve should be notified.

Robert restated this as it pertains to BLD's role in getting information to the accounting firm, perhaps the "clock" starts after the bank account notations (Pinnacle

credit card charges) are provided to KMCPA. Could we expect that four days will be sufficient time?

Robert also asked what if the accounting firm says no to these provisions, will BLD look for another accounting firm.

Steve also explained that the state tax money wasn't keyed to BLD's books thus resulting in a negative of \$91K income.

- B. Corky gave the Investment report as of the end of December, 2018. Money received from state has shown a slight upward trend in the last several months. There were no questions about the investment report forthcoming.
- C. In Rachel Moore's absence, Robert presented the Treasurer's report for BLD as of December 31, 2018 as follows:

Sales Tax	109,271.93
Grants	0.00
Fines and Misc. Revenues	1,707.23
Library Sales	850.24
Donation/Gift Revenues	0.00
Interest from Bank Accounts	34.68
Interest from TexPool	2,278.32
Total Income	114,164.90
Total Expenses	<u>-96,301.80</u>
Net Income	17,863.10
Bank Adj'd Balance + TexPool	1,388,128.65

Minutes corrected with revised Treasurer's Report – December 2018

Robert asked why the Adjusted Balance + TexPool is \$1,288,449, but the Investment Report indicates an ending balance of 1,458,004.13. Steve explained that he will need to review his worksheet. This could be the Reserve Fund or the balance brought forward field. Robert explained that there is no need to answer now, but to look into it.

Steve injected into discussion the fact that since there are corrections to be made, these meeting minutes aren't supported.

IV. **Old Business:**

Robert asked if there was any other Old Business. There was none.

V. **New Business:**

- A. Consider corrections to November and December 2018 Treasurer's Report.

Steve explained that the corrected versions will be posted on the library's website.

- B. Consider resolution to adjust FY2019 budget. During 2018 two payments were made to the MetrOPAC consortium, which means BLD is paid through Sep 2019. This is why \$14,784 was removed from FY2019 budget. Discussion followed. Christina made motion to accept budget adjustment as presented and Larry seconded. Motion carried.

Steve also mentioned the fact that the issue of two months of income has been clarified. The 2018 audit does show the full year's income.

- C. Report on everything regarding Ruth Blackburn Estate. Since Steve wasn't bonded, the court rejected closing of the Blackburn account. BLD's law firm advised Steve to create an affidavit, which was done and account closed again.

Steve reported as follows:

Betty Ruth Blackburn Estate		
Beginning Balance:		\$78,976.62
Expenditures:		
Tween Maker Cart	537.80	
Supplies/Materials	<u>761.25</u>	
Total Expenditures	(1,299.05)	
Remaining Funds:		\$77,677.57

Discussion followed regarding the exploration-type ideas which Miranda Bauer, presented at December's Trustee meeting. Included in the Trustee packets for this meeting are color photos Miranda provided to help spur ideas for this exploration area behind the library. Steve suggested that Trustees peruse the photos and make notes or circle those features they favor. Then ideas can be discussed at the next trustee meeting regarding possible theme, layout and the possible developer.

Christina broached the subject of transferability of the pieces in the fenced area should BLD buy land and move in the future. Everyone seemed to agree that the majority of the features should be transferable.

There isn't a time line for completion of this project. It was primarily the Blackburn estate monies which served as impetus to move forward. Steve suggested that he poll other libraries to see if they have pursued this type program and if so, what sort of developer they used.

Steve also mentioned that BLD may seek a grant which conceivably could reimburse the library for expenditures for the discovery outdoor area.

There was no additional new business.

VI. Public Comment:

There was no Public Comment.

- VII. **Adjournment:** Corky made motion that meeting be adjourned. Christina seconded and motion carried.

Reviewed/Corrected/Approved
Christina Watson, Board Secretary