

**MINUTES**  
**BENBROOK LIBRARY DISTRICT**  
**BOARD OF TRUSTEES MEETING**  
**JULY 5, 1999**

Benbrook Senior Citizens Activity Center  
1065 Mercedes Street  
7:00 P. M.

*[WORK SESSION - 6:30 P. M. - Site Selection ]*

**MEMBERS PRESENT:**

Rick Heyser	Will Powers
Roxanne Hoyt	Ann Ziehe
Jean Sherwin	

**MEMBERS ABSENT:**

None

**ALSO PRESENT:**

Manual Gonzalez	Joe Sherwin
Margaret Gonzalez	John Spear
Caroll Larson	Margie Spear

**I. CALL TO ORDER**

**A. ESTABLISHMENT OF QUORUM**

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

**B. INVOCATION - Ann Ziehe**

**C. ANNOUNCEMENTS/SPECIAL BUSINESS**

Jean Sherwin was sworn in as a member of the Board of Trustees of the Benbrook Library District by her husband Joe Sherwin, a notary public.

**D. CONSIDERATION OF MINUTES**

The minutes of the meeting of the Board held on July 5, 1999 were distributed. Moved, seconded and carried that the minutes be approved as distributed.

## II. OLD BUSINESS

### A. BANKING:

Roxanne Hoyt sent a letter to the four Benbrook banks requesting information concerning establishing an account for the Library District. Two banks sent a letter of reply prior to this meeting: Citizens National and Heritage National. The committee will narrow the focus of its comparison to the responding banks. Moved, seconded and carried that at the August meeting the committee recommend a banking institution which will then be decided by vote of the Board.

### B. BYLAWS:

1. *Compensation:* Rick Heyser will ask the Westbank Library District for precedent concerning compensation for Board members. By way of comparison, Benbrook City Council and Water Board members receive \$50.00 per meeting.
2. *Terms of Office of Board Officers:* Officers will be elected annually after the May election for one year terms.
3. *Other:* Meetings of the Board will be monthly on the first Monday unless changed to avoid conflict with major holidays, with others as called.

### C. SITE SELECTION ADVISORY COMMITTEE:

Jean Sherwin will head the Site Selection Committee, which will be a separate entity from the Building Committee. This committee will also investigate interim rental property to serve as a possible transition site for the Library prior to the completion of a new facility. Three persons were put forward to be contacted about serving as citizen advisors to this board: Manuel Gonzalez, David Gattis and Carroll Larson. Moved, seconded and carried to form the Site Selection Committee with the inclusion of these citizen advisors, pending their approval.

D. INTERVIEW PROCESS: DIRECTOR OF LIBRARY SERVICES

Two applications for this position have been received. Initial review of the applications will take place at the Board's August 2 meeting, with interviews beginning afterward in August. An advertisement will also be placed online with American Libraries, with the cost to be paid by and later reimbursed to Rick Heyser.

E. ESTABLISH A FISCAL YEAR

Moved, seconded and carried to establish October 1 through September 30 as the fiscal year of the Benbrook Library District.

F. OTHER OLD BUSINESS

1. *Correspondence*: A letter from Manuel Gonzalez responding to the Board's notification letter was read into the Minutes.
2. *Establishment Grant*: The Texas State Library and Archives Commission meets July 8 to make final decisions regarding Establishment Grants. Notification should be soon afterward.
3. *Friends of the Benbrook Public Library*: Discussion was held concerning a Board member's meeting with the Friends and the newly hired Director of Library Services to inform them of the Board's progress, discuss a timetable of transition, and answer any questions they may have. A date for this meeting will be set after the new Director is hired.

### III. NEW BUSINESS

A. LEGAL REPRESENTATION

Information was received from Taylor, Olson, Adkins, Sralla & Elam, L.L.P., Attorneys at Law, regarding the proposal to provide legal services to the Board. Moved, seconded and carried to request this firm to represent the Benbrook Library District, pending approval of delayed payment. Moved, seconded and carried that the bylaws of the District require all contact with legal representation to be funneled through the Board president, and in his/her absence, the vice-president.

B. OTHER NEW BUSINESS

The Board estimates the process of establishing the new Library to be a two to four year project.

IV. PUBLIC COMMENT

Joe Sherwin offered to help with the site selection process.

V. ADJOURNMENT

There being no further business, the meeting was adjourned at 8:30 p.m.

*Respectfully submitted,*

*Ann K. Ziehe, Secretary*