

MINUTES  
BENBROOK LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING  
JULY 01, 2002

Benbrook Public Library  
1065 Mercedes Street  
Benbrook, Texas 76126  
6:30 P. M.

MEMBERS PRESENT:

Manny Gonzalez	Jean Sherwin
Rick Heyser	Ann Ziehe
Bob Olmstead	

MEMBERS ABSENT:

None

ALSO PRESENT:

Mike Baldwin

I. CALL TO ORDER

The meeting was called to order at 6:30 p.m. A quorum was present and due notice had been published.

II. INVOCATION - Ann Ziehe

III. CONSIDERATION OF MINUTES

The minutes of the meeting of the Board held on June 10, 2002 were distributed. Motion (Olmstead), second (Gonzalez), carried (unanimous) that the minutes be approved as distributed.

IV. REPORTS

A. LIBRARY DIRECTOR

Baldwin submitted the *Library Director's Report for June, 2002*, in which he highlighted milestones and attainments of the Benbrook Public Library during the month of June. The Library Director's monthly reports are available to the public in the Director's office at the Library.

B. TREASURER

1. June, 2002 SUMMARY:

	Month:	Fiscal YTD:
Total Income	41,525.91	433,336.50
Total Expenses	25,798.15	352,566.14
Total Income - Total Expenses		80,770.36
Investment Interest	625.85	
Current Investment Balance		416,169.80
Current Checking Acct. Balance	61,989.12	
Curr. Invest. Bal. + Curr. Bank Bal.		478,158.92

C. INVESTMENT OFFICER

TEXPOOL INVESTMENT SUMMARY AS OF (DATE): June 30, 2002

Beginning Balance	415,543.95
Total Deposits	0.00
Total Withdrawals	0.00
Total Monthly Interest	625.85
Current Balance	416,169.80
Earmarked as "Reserve Fund"	125,000.00
Earmarked for Building Expansion	291,169.80

V. OLD BUSINESS

A. LANDSCAPING

1. Archie's Proposal

Sherwin presented to the Board a schematic landscape proposal drawn up by Archie's Gardenland. The total cost of \$6067.55 for the installation of this plan would be prohibitive. Sherwin is continuing to pursue other possibilities, including volunteer labor to install purchased and/or donated plants.

2. Fundraiser

The karaoke booth at the Benbrook Summerfest broke even; Therefore, no funds were raised for landscaping.

B. FY 2002-2003 BUDGET

Baldwin submitted the document *Library Director's Summary of Revenue, Expenditures, and Budget Options for Fiscal 2002-2003*. The Board reviewed and discussed the information and

options contained in it and will continue to revue the proposed budget at the August 12 meeting.

## VI. NEW BUSINESS

### A. WEBSITE LINKS

The District's attorney recommends creating a website link policy to insure that internet sites linked to the BPL website will be appropriate within First Ammendment considerations. Baldwin submitted the *Library Director's Proposed Website Link Policy* which will be reviewed by our attorney, along with other alternate wordings for the policy suggested by Board members. Motion (Sherwin), second (Gonzalez), carried (unanimous) that the Board agree in principle with the Director's suggested website link policy, and that it is to be adjusted according to any suggestions offered by our attorney.

### B. ORGANIZATION OF LIBRARY DIRECTOR'S ANNUAL EVALUATION

The Board will change the timing of this evaluation from September to August. Board members will submit their individual completed evaluation forms to Heyser by August 1, for compilation and presentation in executive session to Baldwin at the regular meeting on August 12. The Board will then meet on August 19 for a worksession on the Library budget.

### C. OTHER NEW BUSINESS

None.

## VII. PUBLIC COMMENT - Opportunity to express concerns/comments to the Board

There was no one from the general public in attendance.

## VIII. ADJOURNMENT

There being no further business, motion (Olmstead), second (Sherwin), carried (unanimous) to adjourn the meeting at 7:35 p.m.

**Respectfully submitted,**

**Ann K. Ziehe, Secretary**