

**MINUTES  
BENBROOK LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING  
JULY 07, 2003**

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

**MEMBERS PRESENT:**

Manny Gonzalez	Bob Olmstead
Rick Heyser	Ann Ziehe

**MEMBERS ABSENT:**

Jean Sherwin

**ALSO PRESENT:**

Mike Baldwin	Ed Pennington
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**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 May 12, 2003 and June 09, 2003 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, 2003*, in which he highlighted milestones and attainments of the Benbrook Public Library and activities of the staff during the month of June. The Library 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](http://www.benbrooklibrary.org), along with

Board of Trustees meeting minutes and recent Treasurer's reports.

B. TREASURER, BOARD OF TRUSTEES

1. JUNE, 2003 SUMMARY:

	Month:	Fiscal YTD:
Total Income	39,774.44	353,883.78
Total Expenses	20,651.06	317,507.74
Total Income - Total Expenses		36,376.04
Investment Interest	507.96	
Current Investment Balance		526,424.88
Current Checking Acct. Balance	42,791.26	
Curr. Invest. Bal. + Curr. Bank Bal.		569,216.14

C. INVESTMENT OFFICER, BOARD OF TRUSTEES

TEXPOOL INVESTMENT SUMMARY AS OF JUNE 30, 2003:

Beginning Balance	513,916.92
Total Deposits	12,000.00
Total Withdrawals	0.00
Total Monthly Interest	507.96
Current Balance	526,424.88
Earmarked as "Reserve Fund"	125,000.00
Earmarked for Building Expansion	401,424.88

V. OLD BUSINESS

A. AMEND BUDGET

No amendment of the budget was needed at this time.

B. OTHER OLD BUSINESS

None.

VI. NEW BUSINESS

A. APPOINT LAY REPRESENTATIVE TO NTRLIS

Motion (Olmstead), second (Gonzalez), carried (unanimous) to approve as written the registration of Ed Pennington as North Texas Regional Library System Assembly Representative and Ann Ziehe as Alternate Representative.

B. ED PENNINGTON - ACCOUNTING UPDATE

Pennington recommended and the Board concurred that the date of transfer of funds from the District's checking account to the Texpool investment account be changed from the 15th of the month to the 25th of the month. This will avoid the possibility of showing a deficit in the checking account during those months having greater expenses.

C. INITIATE FY 2003-2004 BUDGET PROCESS

The Director presented to the Board four budget proposals for the coming fiscal year: Option A, with no salary increase & no added staff; Option B, with no salary increase & adding one half-time clerk; Option C, with 3% salary increase & current staff only; and Option D, with 3% salary increase & adding one half-time clerk. The Board will review these options. No action was taken.

D. CONSIDER REVISIONS TO DISTRICT'S MATERIALS CIRCULATION POLICY

The Director presented for the Board's review a revised Benbrook Library District Circulation Policy. No action was taken.

E. OTHER NEW BUSINESS

None.

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

Ed Pennington expressed his enjoyment of the position of lay representative to NTRLs and his appreciation of being nominated to serve in that capacity again.

VIII. ADJOURNMENT

There being no further business, motion (Olmstead), second (Ziehe), carried (unanimous) to adjourn the meeting at 7:45 p.m.

Respectfully submitted,

Ann K. Ziehe, Secretary