

MINUTES
BENBROOK LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
JUNE 10, 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 May 06, 2002 were distributed. Motion (Sherwin), second (Olmstead), carried (unanimous) that the minutes be approved as distributed.

IV. REPORTS

A. LIBRARY DIRECTOR

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

B. TREASURER

MAY, 2002 SUMMARY:

	Month:	Fiscal YTD:
Total Income	47,130.71	391,810.59
Total Expenses	23,639.48	326,767.99
Total Income - Total Expenses		65,042.60
Investment Interest	591.11	
Current Investment Balance		415,543.95
Current Checking Acct. Balance	41,358.86	
Curr. Invest. Bal. + Curr. Bank Bal.	456,902.81	

C. INVESTMENT OFFICER

TEXPOOL INVESTMENT SUMMARY AS OF MAY 31, 2002:

Beginning Balance	324,952.84
Total Deposits	90,000.00
Total Withdrawals	0.00
Total Monthly Interest	591.11
Current Balance	415,543.95
Earmarked as "Reserve Fund"	125,000.00
Earmarked for Building Expansion	290,543.95

V. OLD BUSINESS

A. LANDSCAPING

1. *Quotation/Proposal* - The Board discussed the "Quotation/Proposal for Benbrook Library May 23, 2002" from Grasseaters Incorporated, a company located in Benbrook.
2. *Other Options* - Sherwin will continue to investigate options through other landscaping companies and present them to the Board for evaluation and comparison.
3. *Fundraising* - Jean and Joe Sherwin have definite plans to stage a "karaoke" event at the Benbrook Summerfest on June 29, with proceeds going toward landscaping for the Library. At least seven volunteers will be needed to help.

B. OTHER OLD BUSINESS

Olmstead suggested looking into selling personalized bricks for a wall or walkway (similar to those sold by the Fort Worth

Public Library) to raise funds for the building program. The Building Committee will be asked to investigate this possibility.

VI. NEW BUSINESS

A. TEXAS PERSONNEL REQUIREMENTS

Baldwin presented for the Board's information the handbook of the Texas Workforce Commission titled Especially for Texas Employers. He will examine its contents to look for areas that may be lacking in the Library's policies for employees and will work with the District's attorney to verify compliance with workforce policies in Texas.

B. FY 2002-2003 BUDGET

Baldwin will present a "draft" of the budget at the Board's July meeting, with the intent that it will be revised as needed and presented for the Board's approval at the August regular meeting. The budget will be written with the expectation of no increase in sales tax revenue, and with the absence of the Establishment Grant, which has provided an additional \$30,000 each year for the past three years. Operating costs are likely to increase, especially in the area of employee health insurance. The Director anticipates reducing the amount budgeted toward purchase of new books since the Library's core collection has been brought up to standards and is supplemented with online and Metropac resources. He will continue to seek grants and gifts and will also investigate fundraising possibilities to enhance revenue.

C. NEXT MEETING DATE

The Board will next meet on July 01, 2002.

D. OTHER NEW BUSINESS

1. *Proposed Calendar* - The Director presented the *Proposed Calendar of Events for Benbrook Library District for Fiscal Year 2002 - 2003*.
2. *Loan Statistics* - The Director presented the *Monthly Inter/Intra Library Loan Statistics Report for May 2002* which showed the number of books loaned to and borrowed from the Benbrook Public Library by libraries within the MetroPac system.

3. *Volunteer Appreciation* - An "After-Dinner Social" will be held at 7:00 p. m. on July 15, 2002 at the Library to recognize and show support for our dedicated volunteers.

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

There were no comments from the public.

VIII. ADJOURNMENT

There being no further business, motion (Olmstead), second (Gonzalez), carried (unanimous) to adjourn the meeting at 7:30 p.m.

Respectfully submitted,

Ann K. Ziehe, Secretary