

**MINUTES  
BENBROOK LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING  
JUNE 09, 2003**

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 12, 2003 were not presented. Consideration was postponed until the July regular Board meeting.

**IV. REPORTS**

**A. LIBRARY DIRECTOR**

Baldwin submitted the *Library Director's Report for May, 2003*, in which he highlighted milestones and attainments of the Benbrook Public Library and activities of the staff during the month of May. 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. *May, 2003 SUMMARY:*

	Month:	Fiscal YTD:
Total Income	43,691.93	314,109.34
Total Expenses	26,982.97	296,856.68
Total Income - Total Expenses		17,252.66
Investment Interest	537.45	
Current Investment Balance		513,916.92
Current Checking Acct. Balance	37,000.26	
Curr. Invest. Bal. + Curr. Bank Bal.		550,917.18

2. There had been some concern on the part of the Board due to negative amounts showing under "Total Income - Total Expenses" in the last several Treasurer's Reports, so budget figures in those reports were reviewed and clarified by Baldwin and verified by Olmstead. Difficulty arises because "Fiscal Year to Date" amounts do not reflect money carried over from the previous fiscal year. The Board concluded that the budget reporting process should be modified to include revenue carried over.

C. INVESTMENT OFFICER, BOARD OF TRUSTEES

*TEXPOOL INVESTMENT SUMMARY AS OF MAY 31, 2003:*

Beginning Balance	513,379.47
Total Deposits	0.00
Total Withdrawals	0.00
Total Monthly Interest	537.45
Current Balance	513,916.92
Earmarked as "Reserve Fund"	125,000.00
Earmarked for Building Expansion	388,916.92

V. OLD BUSINESS

A. REVIEW PAINTING BIDS

Benbrook contractor David J. Morrissey submitted a bid quoting prices for prepping Library exterior wood surfaces and painting (\$1,750.00) or staining (\$1,950.00) them. Motion (Sherwin), second (Olmstead), carried (unanimous) to accept

the bid of \$1,750.00 for prepping and painting as submitted by Custom Carpentry by David J. Morrissey.

B. REVIEW EAGLE SCOUT PROJECT

Sherwin reported that Eagle Scout candidate R. J. Yeager completed his landscaping project for the Library. Trustees agreed that his work was very well done. One change will need to be made: the lattice enclosure he built is too small to allow for good air flow around the air conditioner unit it surrounds. Joe Sherwin has volunteered to move it and place it around the smaller unit, which will allow for proper air flow. Sherwin will ask R. J. on the Board's behalf whether he would agree to build and install another enclosure for the larger unit.

C. OTHER OLD BUSINESS

None.

VI. NEW BUSINESS

A. REPORT ON THE DRAFT PUBLIC LIBRARY DEVELOPMENT STUDY FROM HIMMEL AND WILSON

1. *The Study* - Himmel & Wilson, Library Consultants received a contract in December 2002 from the Texas State Library and Archives Commission to conduct a study of public library development in Texas and recently submitted its findings and recommendations. The full report can be found at:  
<http://www.libraryconsultant.com/TexasLDDraft.htm>
2. *Review of Report* - Baldwin submitted to the Board a report summarizing the background, findings and recommendations of the study. The Board discussed these elements and the ways in which they pertain to development of the Benbrook Public Library.

B. OTHER NEW BUSINESS

The Board agreed to change the date of the next regular meeting to July 07, and will begin the Director's evaluation and budget review processes at that meeting. District accountant Ed Pennington will be invited to attend.

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

There were no members of the public in attendance.

**VIII. ADJOURNMENT**

There being no further business, motion (Olmstead), second (Gonzalez), carried (unanimous) to adjourn the meeting at 7:15 p.m.

**Respectfully submitted,**

**Ann K. Ziehe, Secretary**