

**MINUTES
BENBROOK LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING**

JUNE 14, 2004

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	Helen Baldwin
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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. SWEARING IN OF NEWLY ELECTED TRUSTEES

Helen Baldwin, Notary Public, conducted the swearing-in of newly re-elected Trustees Gonzalez and Heyser.

IV. ELECTION OF BOARD OFFICERS

Motion (Gonzalez), second (Sherwin), carried (unanimous) that Gonzalez and Heyser retain the offices they held prior to the election. Gonzalez will remain Investment Officer and Heyser will remain President of the Board.

V. CONSIDERATION OF MINUTES

The minutes of the meeting of the Board held on April 12, 2004 were distributed. Motion (Olmstead), second (Gonzalez), carried (unanimous) that the minutes be approved as distributed.

VI. REPORTS

A. LIBRARY DIRECTOR

Baldwin submitted the *Library Director's Reports for April and May, 2004* in which he highlighted milestones and attainments of the Benbrook Public Library and activities of the staff during those months. In addition, Baldwin and Heyser reported that they met with Dave Gattis and Cary Conklin of the city of Benbrook staff to discuss progress on the proposed Town Center Development as it might relate to future building plans of the Library. They reported that there is no new information on that development at this point. 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, along with Board of Trustees meeting minutes and recent Treasurer's reports.

B. TREASURER, BOARD OF TRUSTEES

1. APRIL, 2004 SUMMARY:

	Month:	Fiscal YTD:
Total Income	34,140.98	286,267.95
Total Expenses	28,439.06	249,671.56
Total Income - Total Expenses		36,596.39
Investment Interest	160.32	
Current Investment Balance		192,114.00
Current Checking Acct. Balance	39,010.41	
Curr. Invest. Bal. + Curr. Bank Bal.		231,124.41

2. MAY, 2004 SUMMARY:

	Month:	Fiscal YTD:
Total Income	54,371.76	340,639.71
Total Expenses	24,488.64	274,160.20
Total Income - Total Expenses		66,479.51
Investment Interest	169.91	
Current Investment Balance		208,783.91
Current Checking Acct. Balance	47,821.77	
Curr. Invest. Bal. + Curr. Bank Bal.		256,605.68

C. INVESTMENT OFFICER, BOARD OF TRUSTEES

1. *TEXPOOL INVESTMENT SUMMARY AS OF APRIL 30, 2004:*

Beginning Balance	191,953.68
Total Deposits	0.00
Total Withdrawals	0.00
Total Monthly Interest	160.32
Current Balance	192,114.00
Earmarked as "Reserve Fund"	125,000.00
Earmarked for Building Expansion	67,114.00

2. *TEXPOOL INVESTMENT SUMMARY AS OF MAY 31, 2004:*

Beginning Balance	192,114.00
Total Deposits	16,500.00
Total Withdrawals	0.00
Total Monthly Interest	169.91
Current Balance	208,783.91
Earmarked as "Reserve Fund"	125,000.00
Earmarked for Building Expansion	83,783.91

VII. OLD BUSINESS

A. AMEND THE FY 2003-2004 BUDGET

The Director recommended budget adjustments that involved simply moving two expenditures to their proper budget codes. Motion (Sherwin), second (Olmstead), carried (unanimous) to adopt the recommended budget adjustments as presented by the Director.

B. OTHER OLD BUSINESS

The Board discussed whether the Library's lawn care was adequate. The Director will contact the contracted lawn maintenance company regarding weed control.

VIII. NEW BUSINESS

A. FACILITY USE POLICY

Baldwin presented a draft *BENBROOK LIBRARY DISTRICT FACILITY USE POLICY*. After discussion, the Board requested that the Director look further into legal aspects of the policy regarding political campaigns and placement of political literature and documents. No action was taken.

B. LIBRARY HOURS OF OPERATION

The Board discussed whether there might be a need to extend Library hours on one or more weekdays. Baldwin will look into this and report back to the Board at the next meeting.

C. OTHER NEW BUSINESS - None.

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

There was no comment from the member of the public in attendance.

X. ADJOURNMENT

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

Respectfully submitted,

Ann K. Ziehe, Secretary