

MINUTES
BENBROOK LIBRARY DISTRICT
BOARD OF TRUSTEE MEETING
June 17, 2019
Benbrook Public Library
1065 Mercedes Street
Benbrook, Texas 76126
Regular Meeting at 6:30 pm

Members Present: Roy "Corky" Baird; Robert Christensen; Larry Vickers; Christina Watson

Also Present: Steve Clegg

I. Call to order:

Robert called regular board meeting to order at 6:30 pm.

II. Approval of minutes:

First on the agenda was minutes of May 20, 2019 meeting. After a pause, Robert called for discussion. Christina made motion that the May minutes be accepted as is. Corky seconded motion and all in favor signified with aye. Motion carried.

III. Reports:

- A. Report by Library Director began with Steve mentioning preparations for upcoming election. BLD will have three board positions open and July 20th is start date for receiving applications. August 19th is last day for filing. As a side note, Steve mentioned that he attended a webinar in which there was discussion of possible voting centers in Tarrant County, rather than precincts.

On another subject, Steve explained that eventually all of the library's overhead lighting will be replaced. Alamo Electric has already changed out six non-functioning units and will continue to replace them as they stop working. The cost is approximately \$100 per unit, including labor and parts.

Steve also reported that the RFID project is moving faster. BLD is awaiting arrival of pads for circulation. It will be mid-July when the self-checkout station is functioning. Meeting paused to allow for any discussion.

Robert broached the subject of the "Donation" option in the library's website. After being asked, Steve offered that the total given in lieu of birthday gifts was \$95 most recently. Robert would like to see the library report to the patron, who initiated the donations, how the library spent the contributions. Christina mentioned that this would incentivize others. Everyone agreed this is a splendid suggestion. Discussion followed regarding possible ways to inform patron(s).

Robert mentioned the Homebound Program. Steve clarified that the program will be suspended temporarily as the two patrons utilizing it are dropping out, due to summer vacationing.

Regarding an architect, and the Discovery Children’s area behind the library, Steve has put word out to local municipalities and the company that completed BLD’s last remodel, in hopes of finding someone with the appropriate experience to help spearhead the project.

Robert asked if there were any further comments about Director’s report. There was none.

- B. Investment Officer Report for May 2019 was given by Corky. The month was fairly standard and the library spent more than was taken in. The Sales Tax from the state was \$114K for the month. Corky asked if there were any questions or suggestions. If income remains fairly consistent for remaining months of fiscal year, Steve commented that the library’s budgeted revenue will be on point.
- C. March’s Treasurer Report was included in trustee packets so Robert proceeded to give the May 2019 report in Rachel’s absence.

Sales Tax	114,046.87
Donations/Gift Revenues	53.20
Fines, Fees, Royalties & Gifts	1,116.69
Library Sales	811.36
Interest from Bank Accounts	41.97
Interest from TexPool	<u>2,414.83</u>
Total Income	118,484.92
Total Expenses	<u>(135,992.97)</u>
Net Income	<u>(17,508.05)</u>
Bank Adj’d Balance + TexPool	1,449,656.13
Bank Unreported Transactions	34,682.34
Totals All Accounts	\$1,484,338.47

(Shaded rows in above table are not part of May’s report). Robert asked if there were any questions or comments. There were none so meeting proceeded.

IV. **Old Business** – There being no old business, meeting proceeded to new business.

V. **New Business**

- A. Consider reimbursement contract for State Library interlibrary-loan reimbursement.

Steve began discussion by explaining that the contract will allow BLD to receive E-rate discounts from the State Library. The library saved 85% on the cost of internal connections and BLD will essentially be getting 500 Mbps for same cost as 60 Mbps. The agreement will expire in one year.

Robert asked what the library is committing to in this agreement. Steve explained that the library must remain eRate qualified, EEOC compliant, and the expended monies remain reportable. Robert summarized by stating that if funds aren't entirely used then they have to be refunded. Larry pointed out that page 2, section 3 sounds like huge amounts of documentation is required. Steve offered that the plan is to pay full price for whatever is eRate qualified and then apply for reimbursement at end of year. Robert asked if any further discussion. Corky moved that the library approve the Reimbursement Contract between TSLAC and Benbrook Library. Christina seconded the motion. All in favor signified with aye. Motion carried.

- B. Consider Internet and Computer Use Policy updated with Children's Internet Protection Act (CIPA).

Steve offered that the CIPA provision is an eRate stipulation. Another provision is that we have a public hearing to make them aware of BLD's compliance with CIPA. Robert asked about all PCs being "filtered". Steve further said that a screen "page" will pop up and the policy may be read there and a hard copy will be kept at Circulation Desk. Discussion followed. Corky made motion that the policy for internet use be approved. Larry seconded motion. Robert asked if there was further discussion. There being none, the ayes have it; motion carried.

- C. Consider consolidating Employee Compensation and Benefits Policy.

Steve combined the individual policies for compensation, benefits, PTO, etc. into one policy. Christina made motion that policy be accepted as written and Larry seconded the motion. Robert called for any further discussion. There was none. Motion carried unanimously.

- D. Consider engaging Phil Brasher to help establish a procurement policy for the library district.

Steve attended a seminar which was headed by Phil Brasher and sponsored by the North Texas Council of Government. Robert agreed that the library does need a procurement policy, but perhaps a cap for the period and monies to be spent on a consultant would be prudent. Steve said that the hourly rate for Mr. Brasher is \$75 and at most the period of time could be six months. So, \$3,000 was agreed as the cap. Corky moved that the library engage Mr. Brasher with the mentioned stipulations and Christina seconded the motion. Any further discussion, Robert asked. All in favor indicated with aye. Motion carried.

- E. Consider three year subscription of AVG Enterprise antivirus licensing.

As Library Director may not sign off on multi-year agreement renewals, the subscription was offered for discussion. Christina made the motion that said subscription be renewed and Larry seconded motion. There being no further discussion, motion carried unanimously.

- F. Consider adding five Wi-Fi Hotspots to bundle with Chromebooks for public checkout. There was very little discussion as Chromebooks have been discussed in the past. Christina made motion that the library proceed with this purchase and Corky seconded. Robert asked if further discussion is needed and there was none. Motion carried.

VI. **Public Comment.** There was none

VII. **Adjournment**

Corky made motion that meeting be adjourned and Robert seconded. Meeting was adjourned.

Reviewed/Corrected/Approved
Christina Watson, Board Secretary