

**MINUTES
BENBROOK LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
MARCH 6, 2000**

Benbrook Senior Citizens Activity Center
1065 Mercedes Street
Benbrook, Texas 76126
6:30 P. M.

[WORK SESSION - No work session was held prior to the Regular Meeting.]

MEMBERS PRESENT:

Roxanne Hoyt	Jean Sherwin
Will Powers	Ann Ziehe

MEMBERS ABSENT:

Rick Heyser

ALSO PRESENT:

Mike Baldwin	Mayor Felix Hebert
Manuel Gonzalez	Carroll Larson

I. CALL TO ORDER

The meeting was called to order at 6:35 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 February 7, 2000 were distributed. Moved (Powers), seconded (Hoyt) and carried (unanimous) that the minutes be approved as distributed.

IV. REPORTS

A. DIRECTOR

1. Baldwin submitted the *Library Director's Report for March 6, 2000* stating that he completed and applied for a second year establishment grant of \$30,000 and reported service statistics for the second quarter of the current establishment grant, ordered and received two sets of

Bluebonnet Award books for the summer reading program, and agreed for the Library to participate NTRLs' program Reading Express, which will supply easy reader books and other educational items in kit form for check-out to day care centers for use by pre-schoolers. He also attended a regional meeting of NTRLs in Weatherford and a PLANT meeting in Haltom City and sent his pre-registration for attending the TLA annual conference in Houston, April 11-14. Additionally, he established an account with Baker & Taylor library book wholesaler and has begun buying library supplies over the Internet, which earns the Library a 10-20% discount from The Library Store. Baldwin also saved the District \$300 in delivery charges by delivering and picking up the copy machine from a Dallas repair center.

2. Baldwin reported that he received word by email March 6 that the District has been awarded the TIF grant.
3. The Director presented the Trustees with copies of the *Public Information Act* which must be posted in the Benbrook Public Library. The Board affirmed the posting of the Act.
4. Baldwin presented the Trustees with copies of the letter received from the Comptroller of Public Accounts of the State of Texas inquiring about the District's decision to participate in the August 2000 sales tax holiday. The District will be participating in the sales tax holiday.

B. TREASURER'S REPORT

1. February 2000 Summary:

Beginning Balance	\$40,636.36
Total Deposits	40,732.56
Total Expenses	5,405.97
Ending Balance	75,962.95

2. Texas Bank requested an estimate of the amount of the District's income for the purpose of insuring its deposits. This estimate [of about \$250,000 by summer 2000] will be reported to the Bank by Hoyt.
3. A quarterly sales tax check should arrive in May.

V. OLD BUSINESS

A. FINANCIAL SERVICES

1. *Proposed Document:* The document *BENBROOK LIBRARY DISTRICT AND CITY OF BENBROOK INTERLOCAL AGREEMENT FOR ADMINISTRATIVE SERVICES* was presented for the Board's consideration. Addressed in this proposed agreement are payroll, risk management and insurance services for Benbrook Library District employees.
2. *Alternate Proposal:* Baldwin presented the document *CITY FINANCIAL SERVICES COST ANALYSIS* containing an *Alternate Proposal by Library Director* whereby the District's costs per employee per year for insurance would be increased and the employee's costs reduced. The reason for this would be to allow the District to be competitive with other libraries in recruiting good employees.

Powers requested a survey of libraries in this region comparing amounts paid for insurance by similar public libraries and their employees, and a similar comparison with the City of Benbrook and its employees. Baldwin will do the comparison surveys.

3. *Approval:* If the Agreement is approved, the City could assume these services in April 2000. No action was taken pending further review.
4. *Pay Period:* Hoyt brought to the Board's attention that the pay periods for the District and the City are different and that this might cause confusion in the administration of services. Moved (Powers), seconded (Sherwin) and carried (unanimous) to alter the pay structure of the Benbrook Library District to coincide with the biweekly pay periods of the City of Benbrook.

B. OTHER OLD BUSINESS

Baldwin and Hoyt met with representatives of the Benbrook Water and Sewer Authority to discuss the lease of the property at 101-C Del Rio Street. The Authority wanted an amount of \$3 million but agreed to \$1 million for liability insurance on the part of the District. The City Council voted in favor of continuing the \$1 per month lease to the Library.

VI. NEW BUSINESS

A. BUDGET

Baldwin presented the document *Proposed Budget for Benbrook Library District for Fiscal 1999-2000 and 2000-2001*. He stated that it should be more accurately termed a "Sample" budget. The figures shown were based on the mean of forty libraries in Texas serving an area with a population of 20,000 to 40,000 people. This budget was based on expected revenue of \$450,000 per year and shows projections for the Library budget while in the current building, upon moving into a new facility/June 2000 and for the fiscal year 2001.

B. FINANCIAL ADVISOR

Powers had recommended hiring a financial advisor for the District. Sherwin stated that it would be better to hire an advisor rather than to depend on finding a volunteer. Moved (Ziehe), seconded (Powers) and carried (unanimous) to table this item until the next regular meeting.

C. OTHER NEW BUSINESS

1. *Library Districts*: Hoyt reported that Forest Hill voters passed a Library District sales tax referendum and that this District's Board has been contacted by Forest Hill for guidance. Sherwin suggested having a meeting at some point for local communities who have formed or who are interested in forming Library Districts. Baldwin said that there will be a meeting of Library District librarians at the TLA Conference in April, and Ziehe stated that it would be helpful for TLA to have an advisor to these Districts.
2. *May, 2000 Election*: Powers suggested that to provide information to the public, the Board should host a gathering of candidates for the two Trustee positions. This could possibly be held at a Board meeting. Powers announced that he will not seek reelection.

VII. PUBLIC COMMENT

Mr. Gonzalez asked whether the Board has considered hiring a project manager and other questions relating to the Board's processes. Mayor Hebert expressed eagerness that the process move faster, but expressed appreciation of its difficulty.

VIII. EXECUTIVE SESSION PURSUANT TO SEC. 551.074, GOVERNMENT CODE, DELIBERATION REGARDING REAL PROPERTY: SITE SELECTION

The Board went into Executive Session at 7:45 p.m. and came out of this session at 8:55 p.m. No action was taken.

IX. SITE SELECTION ACTION

A. POSSIBLE SITE: WHITESTONE RANCH PROPERTY

Moved (Ziehe) and seconded (Hoyt) to drop discussion of the property at Whitestone Ranch. A friendly amendment was made: "to table discussion of the property". Following discussion, the motion was withdrawn by Ziehe (seconded by Hoyt). There was unanimous consensus to withdraw this motion so that the property might remain under consideration.

B. POSSIBLE SITE: FOOD LION BUILDING

Moved (Powers), seconded (Sherwin) and carried (unanimous) to obtain more information on the Food Lion building.

C. POSSIBLE SITE: SENIOR CITIZENS ACTIVITY CENTER

Moved (Hoyt), seconded (Powers) and carried (unanimous) to go forward to the City of Benbrook to talk to them about the process of purchasing this land and to the Water Authority about the land adjacent to it.

X. ADJOURNMENT

Following discussion of the possibility of calling a meeting before the next regular meeting to further consider site selection information, the meeting was adjourned by Vice-President/acting President Hoyt at 9:02 p.m.

Respectfully submitted,

Ann K. Ziehe, Secretary

**MINUTES
BENBROOK LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
MARCH 13, 2000**

Conference Room, Benbrook City Hall
911 Winscott Road
Benbrook, Texas 76126
6:30 P. M.

MEMBERS PRESENT:

Rick Heyser	Jean Sherwin
Roxanne Hoyt	Ann Ziehe

MEMBERS ABSENT:

Will Powers

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. EXECUTIVE SESSION PURSUANT TO SEC. 551.074, GOVERNMENT CODE, DELIBERATION REGARDING REAL PROPERTY: SITE SELECTION

The Board went into Executive Session at 6:32 p.m. and came out of this session at 7:47 p.m. No action was taken.

IV. SITE SELECTION ACTION

Moved (Heyser), seconded (Hoyt) and carried (unanimous) that the Benbrook Library District pursue with the City of Benbrook and the Benbrook Water & Sewer Authority the purchase of the Senior Citizens Activity Center building and property with the following stipulations:

- (1) that the District can receive proper legal approval for this,
- (2) that the District can acquire the necessary financial resources to meet revenue obligations, and
- (3) that the Community Survey not reveal data counter to this site being selected.

V. ADJOURNMENT

There being no further business, moved (Heyser), seconded (Sherwin), and carried (unanimous) that the meeting be adjourned at 8:15 p.m.

Respectfully submitted,

Ann K. Ziehe, Secretary