

**MINUTES
BENBROOK LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
MARCH 04, 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 February 11, 2002 were distributed. Motion (Olmstead), second (Gonzalez), carried (unanimous) that the minutes be approved as distributed.

IV. REPORTS

A. PRESIDENT, BOARD OF TRUSTEES

1. *Benbrook Partners for Progress* - Heyser informed the Board that acting strictly as a private citizen, he is serving as a member of the steering committee of Benbrook Partners for Progress. This group is spearheading a 30-day petition drive which will be held beginning in mid-June to place the issue of liquor-by-the-drink on the

ballot of an election to be held possibly in September. Heyser's participation on the committee is NOT in a capacity representing the Library.

2. *BWSA Construction* - The Benbrook Water and Sewer Authority, whose property adjoins the Library's, is not planning to begin new office/parking lot construction for another 2-3 years.

B. LIBRARY DIRECTOR

Baldwin submitted the *Library Director's Report for FEBRUARY, 2002*. Selected highlights follow.

The Director..

- >attended various library-related meetings and seminars.
- >oversaw installation of the new BPL sign.
- >purchased and installed Peachtree accounting software in conformance with the auditor's report.
- >prepared the Notice of Election and Order of Election for approval by the Board and provided copies of candidate packets to incumbent candidates.
- >prepared the Loan Star Library grant contract for approval by the Board at the March meeting.

C. TREASURER, BOARD OF TRUSTEES

1. February, 2002 (as of March 01, 2002) summary:

	Month:	Fiscal YTD:
Total Income	50,460.42	241,809.09
Total Expenses	30,697.13	240,225.27
Total Income - Total Expenses		1,583.82
Investment Interest	(?)*	
Current Investment Balance		323,512.49
Current Checking Acct. Balance	57,840.78	
Curr. Investment Bal. + Adj. Bank Bal.	(?)*	

2. *Due to the Board's meeting one week early, not all data was complete in time for the preparation of the above report. A complete report will be presented at the next meeting.
3. Baldwin, Olmstead and Gonzalez will meet next week to discuss further revisions to the format of this report.

D. INVESTMENT OFFICER, BOARD OF TRUSTEES

TEXPOOL INVESTMENT STATEMENT OF ACCOUNT AS OF
7/18/2001 - 02/28/2002:

Beginning Balance	0.00
Total Deposits	\$320,000.00.00
Total Withdrawals	0.00
Total Interest	\$3,973.52.00
Current Balance	\$323,973.52.00
Earmarked as "Reserve Fund"	\$125,000.00
Earmarked for Building Expansion	\$198,973.52.00

V. OLD BUSINESS

A. BUILDING EXPANSION

1. *Proposal* - Per the Director's request, Haws & Tingle General Contractors submitted a proposal of \$11,000.00 for "conceptual design and construction estimating services related to the expansion" of the Library's current facilities. Baldwin made this request solely for informational purposes as the Board proceeds to investigate future building expansion and the costs involved. There is no obligation to the District.
2. *"Town Center" Development* - Since Library property is adjacent to land on which part of this development could take place, the Board must consider how this may affect the Library and plans for future expansion.

B. OTHER OLD BUSINESS

Sherwin was not successful in seeking help from UTA's Landscape Design department, and has been trying to get information from a local nursery/landscaping company relating to landscaping Library grounds. Other options will be pursued also.

VI. NEW BUSINESS

A. ORDER OF ELECTION

Motion (Sherwin), second (Olmstead), carried (unanimous) to approve as written the document ORDER OF GENERAL ELECTION (ORDEN DE ELECCION GENERAL).

B. NOTICE OF ELECTION

Motion (Ziehe), second (Olmstead), carried (unanimous) to approve as written the document NOTICE OF GENERAL ELECTION (AVISO DE ELECCION GENERAL).

C. LIBRARY NEWSLETTER

The Director is developing the next newsletter which will be mailed to the public in May.

D. SUMMER READING KICKOFF

The Director provided to the Board an informative document detailing plans for the next BPL Summer Reading Program to be held June 8 through August 3, 2002, for youth ages 3 to 17. There will be an "Opening Ceremony" with the Library staff, volunteers and Board participating. A "Closing Ceremony" is planned for August 3.

E. OTHER NEW BUSINESS

The Director received a letter of official notification that the Benbrook Public Library has been accredited as a fully qualified member of the Texas Library System for State Fiscal Year 2002.

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

None.

VIII. ADJOURNMENT

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

Respectfully submitted,

Ann K. Ziehe, Secretary