

MINUTES
BENBROOK LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
MARCH 10, 2003

Benbrook Public Library
1065 Mercedes Street
Benbrook, Texas 76126
6:30 P. M.

MEMBERS PRESENT:

Rick Heyser	Jean Sherwin
Bob Olmstead	Ann Ziehe

MEMBERS ABSENT:

Manny Gonzalez

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. CONSIDERATION OF MINUTES

The minutes of the meeting of the Board held on February 10, 2003 were distributed. Motion (Sherwin), second (Olmstead), carried (unanimous) that the minutes be approved as distributed.

IV. REPORTS

A. LIBRARY DIRECTOR

Baldwin submitted the *Library Director's Report for February, 2003*, in which he highlighted milestones and attainments of the Benbrook Public Library and activities of the staff during the month of February. The Library Director's monthly reports are available to the public in the Director's office at the Library.

B. TREASURER, BOARD OF TRUSTEES

FEBRUARY, 2003 SUMMARY:

	Month:	Fiscal YTD:
Total Income	52,131.46	153,746.86
Total Expenses	21,295.16	204,823.52
Total Income - Total Expenses		-51,076.66
Investment Interest	523.71	
Current Investment Balance		507,278.20
Current Checking Acct. Balance	33,892.56	
Curr. Invest. Bal. + Curr. Bank Bal.		541,170.76

C. INVESTMENT OFFICER, BOARD OF TRUSTEES

TEXPOOL INVESTMENT SUMMARY AS OF FEBRUARY 28, 2003:

Beginning Balance	506,754.49
Total Deposits	0.00
Total Withdrawals	0.00
Total Monthly Interest	523.71
Current Balance	507,278.20
Earmarked as "Reserve Fund"	125,000.00
Earmarked for Building Expansion	382,278.20

V. OLD BUSINESS

A. MARKETING GRANT

\$1,500 from the contingency fund was given to Library Communication Strategies, Inc. per a request from the North Texas Regional Library System in order to enable planning to move forward for the Marketing Grant. The NTRLS consultants will make a presentation to the Board sometime in April.

B. AMEND BUDGET

The Director submitted a *Budget Adjustment Recommendation* reflecting the transfer of \$1,808 from the Contingency account to the Equipment account to cover the purchase of new computer equipment for the circulation desk made necessary due to increased circulation activity. Motion (Olmstead), second (Sherwin), carried (unanimous) to pass the *Budget Adjustment Recommendation* as stated.

C. LIBRARY ADDITION DISCUSSION

Baldwin presented and the Board discussed data on several funding options for building expansion and how those options would each affect the District's financial status.

D. OTHER OLD BUSINESS

1. *Lawn Care* - The Director anticipates that the possible cooperative effort with City maintenance crews on Library landscaping and lawn care will begin soon.
2. *Survey* - Baldwin presented a document relating a summary of results from the Community Survey.
3. *Outreach to Elementary Schools* - Miranda Bauer, the Children's Librarian, visited Benbrook Elementary to participate in a "story time" and will publicize the Summer Reading Program at all the elementary schools.

VI. NEW BUSINESS

A. INCLEMENT WEATHER/EMERGENCY ACTION POLICY

Baldwin is currently formulating this policy and will present it for possible adoption by the Board at a later meeting.

B. OTHER NEW BUSINESS

Baldwin referred the Board to items of interest in their packets: minutes of the February 19 meeting of the Texas Public Library Districts; a letter of request, since granted, for the establishment of a Mrs. Mary Hults memorial fund (proceeds going to the purchase of children's books), and a letter of appreciation from the Director to the Woodmen of the World Life Insurance Society Lodge #2 for the donation of \$500 to the Library which will be used to purchase educational DVDs.

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

Helen Baldwin, president of the Friends of the BPL, advised the Board on fundraising plans being pursued by the Friends.

VIII. ADJOURNMENT

There being no further business, motion (Sherwin), second (Olmstead), carried (unanimous) to adjourn the meeting at 7:22 p.m.

Respectfully submitted,

Ann K. Ziehe, Secretary