

MINUTES
BENBROOK LIBRARY DISTRICT
BOARD OF TRUSTEE MEETING
March 19, 2018
Benbrook Public Library
1065 Mercedes Street
Benbrook, Texas 76126
Regular Meeting at 6:30 pm

Members Present: Roy "Corky" Baird; Robert Christensen; Carol Hafer; Anita Mitchell; Rachel Moore

Also Present: Steve Clegg

I. Call to order:

The meeting was called to order at 6:32 p.m. by Robert Christensen.

II. Approval of minutes:

Approval of February 19, 2018 meeting minutes. Corky moved that minutes be accepted as is and Rachel seconded the motion. Motion carried.

III. Reports:

A. Library Director reported that BLD has lost two employees recently. (Kayla Sanderson and Lori Woodbury).

The library has been designated as sole beneficiary of the Blackburn estate. There may be a need to consult with BLD's attorney as the Executor of the estate has passed as well.

B. Investment Officer Corky Baird reported that February was a standard month in that the BLD took in more than it spent. One of the investment graphs indicates that income is trending upward and TexPool was also up slightly.

C. Carol Hafer gave the Treasurer's Report as follows:

Sales Tax	103,347.23
Fines, Fees, Royalties & Gifts	1,854.57
Concession Income	369.00
MakerSpace Income	477.18
Interest from Bank Accounts	6.13
Interest from TexPool	<u>1,190.82</u>
Total Income	107,244.93
Total Expenses	72,576.46
Net Income	34,668.47
Bank Adj'd Balance + TexPool	\$1,369,651.94

No questions were forthcoming regarding the Treasurer's Report.

IV. **Old Business:**

A. Memorial to Kathy Ledford and contributors.

Steve has an invoice from the manufacturer of the plaque honoring Kathy Ledford. If there are to be changes, now would be best. There is a three week turnaround for completion of the plaque. Friends of the Library have said they would fund this endeavor in part or completely.

Steve also described a wooden piece with a library-like façade for the vestibule commemorating BLD's benefactors. (Rachel had previously told us about seeing this in a library.) The surnames would be engraved on plaques resembling books on shelves. A target date for completion of this would be the library's 20th anniversary, December/January and would cost around \$1,500.

Carol and Rachel suggested postponing further discussion until the end of tonight's meeting.

B. There was no other old business.

V. **New Business:**

A. Establishing a scholarship fund for GED students. (Adult Librarian, Cullen Dansby's initiative).

Steve consulted with BLD's attorney for guidance regarding the "paying" of this type scholarship. They recommended using a library Wells Fargo debit card to pay for GED certification tests vs. money changing hands. This could amount to perhaps \$500-600 per semester and would be granted to students recommended by GED administrators. Corky moved that the BLD establish a GED Scholarship Fund and Carol seconded. Motion carried.

B. Consider purchase and installation of "sail-themed" signage.

Said signage would direct patrons to various places in the library and would be suspended from the ceiling above the book display at the center of the lobby. Steve pictured a fabric sail-like piece with signs attached. Discussion followed regarding both indoor and outdoor signs.

There also should be signage above the Circulation and Information desks explaining the transactions each desk manages.

Robert suggested this discussion and decision be tabled for a later time. Steve will gather more information and price quotes.

C. Consider purchase of library's own exhibit poster display.

Some discussion followed regarding the possible uses for this type of display and the merits of using it during BLD's anniversary festivities. Perhaps the display could be used for public participation such as spot surveys, as well. Steve estimated the cost

at \$1,700 - \$2,000. No vote is necessary and funds are budgeted. Everyone agreed this is a great idea.

D. Consider library fines policy.

MetroPac libraries are considering eliminating fines. Metropac would be the first consortium in Texas if they choose to adopt the policy. Richland Hills has decided to collect no money at all. Also another library is implementing it only for children's books. Steve suggested that if BLD employs the policy early we might influence what the policy entails. There is no reason for our policy to vary from what other MetroPac members decide to do.

Robert asked what percentage of patrons have to pay for books.

Discussion followed regarding library policy on waiting lists and holds for specific titles and the need for lost items retaining a replacement charge. It was mentioned that perhaps the number of check-out items allowed be decreased as well. Steve mentioned that the policy could be on a bookmark given at the time items are borrowed. The reminder could be as simple as "no fines/purchase price after 30 days." Also talked about was the kickoff of no fines and a possible pilot program during the busy summer months.

Rachel pointed out that this is rewriting how the library works. As there is much to consider, the no fines policy is being tabled for further discussion.

E. Consider annual state report and application for accreditation.

Steve explained that this annual group effort of library statistics (Steve and BLD librarians) proves that the library is trending upward in activity. This report and application is due before April 30th and requires the Chairman of the Board of Trustees signature.

F. Other new business.

Carol brought up the fact that Erica Richardson has been chosen as a "Tall Texan" which entitles her to attend a retreat, which the library will fund. Erica is very deserving of this recognition.

Robert began a discussion with ideas for additional services the library could provide.

- a. Subsidized lunches during summer activities at the library.
- b. Pre-packaged teacher supplies.

Steve suggested that perhaps United Way or the Tarrant Food Bank might get involved on the possible summer lunch program. Carol mentioned that in lieu of pre-packaged supplies, a teacher could be given gift card for an office supply store. As Robert mentioned, the library operates on a surplus and this type of community involvement garners goodwill.

VI. Public Comment:

There was no public comment.

VII. Adjournment

Anita made a motion that meeting be adjourned and Corky seconded the motion.