

MINUTES
BENBROOK LIBRARY DISTRICT
BOARD OF TRUSTEE MEETING
March 18, 2019
Benbrook Public Library
1065 Mercedes Street
Benbrook, Texas 76126
Regular Meeting at 6:30 pm

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

Also Present: Steve Clegg;

I. Call to order:

Robert called meeting to order at 6:33 pm.

II. Approval of minutes:

First on the agenda was minutes of February 18, 2019 meeting. Corky made motion that the February minutes be accepted as is. Rachel seconded motion and all were in favor.

III. Reports:

- A. Report by Library Director began with a question from Robert regarding what the complication was about closing the Blackburn Estate. Steve explained that a judge asked for more information whether all claimants were satisfied. Another affidavit was completed to declare all claims against the estate were settled.

Robert also asked Steve about the meeting with Roanoke Library Director. For some background to Steve's meeting in Roanoke; Roanoke uses "Evergreen" as their open source solution, which could be an alternative for BLD.

Further offered was the fact that BLD bought product upgrades which FW Library indicated should not have been done without their permission. MetroPAC libraries are planning a meeting around April 26th at which time Steve will be able to press for more favorable contract terms to ensure BLD could pursue enhancements that interface with the automation system that FW library administers.

- B. Corky gave the Investment report as of the end of February, 2019 - \$119K from state. There are no surprises in the report. The bank promises to keep a watch on the balance, in case of need to collateralize.
- C. Rachel Moore presented the Treasurer's report for BLD as of February 28, 2019 as follows:

Sales Tax	119,231.66
Donations/Gift Revenues	179.44
Fines, Fees, Royalties & Gifts	1,160.16
Library Sales	923.63
Interest from Bank Accounts	37.45
Interest from TexPool	2,165.37
Total Income	123,697.71
Total Expenses	(93,351.75)
Net Income	30,345.96
Bank Adj'd Balance + TexPool	1,440,952.08
Bank Unreported Transactions	43,746.78
Totals All Accounts	\$1,484,698.86

(Shaded rows in above table were not part of Rachel's report). There were no questions regarding the Treasurer's report.

IV. Old Business:

- A. Robert opened dialog regarding quote for a telephone system upgrade.

Steve explained we've had the present system since 2007. Upgrades were delayed pending E-Rate application, but now telephone equipment and service are no longer eligible for E-Rate discounts. Five bids were received for Internet Services and Charter/Spectrum was chosen. Therefore, the telephone system hardware and software upgrade will not need to be coordinated with another vendor. This almost \$7K quote includes installation, labor, equipment and auto-attendant service. Christina motioned that BLD proceed with purchase and Larry seconded the motion. No further discussion. Motion carried.

- B. Discussion began for consideration of landscaping improvements.

After last trustee meeting, Larry sent Steve info on another landscaping company and all agreed more bids are needed. Robert suggested that we go ahead with replacing the mulch on the patio with decomposed granite independent of pursuing more landscape bids.

- C. Consider quote for HVAC repairs.

Steve explained that two compressors for the outside units, and an evaporator coil for an inside unit need to be replaced. This was approved at last trustee meeting in principle, under the conditions discussed. Corky was able to meet with a Canards technician and his questions were satisfactorily addressed. The inside unit condenser/air handler will hopefully continue working for two more years. As for warranties, only one year is allowable for commercial property units. As for the timeframe for HVAC repairs, the plan is to have the repairs done on same day that the library is closing for RFID tagging.

- D. Other old business. There was none.

V. New Business:

- A. Auditors Kirk and Richardson, P.C. were unable to make it to tonight's meeting.
- B. Consider scope of services for BLD Discovery Garden project.

City of Benbrook Parks and Recreation Director, Mr. Bennett, gave Steve info about a Landscape Architect, Henry Parker of Schrickel Rollins PSC, Arlington they have utilized. It was this landscape architect who directed Steve to contact "Buy Board". We have no price for his consult fee. The plan is that he will take our concept and write a proposal after BLD provides a budget estimate. Mr. Parker has worked with cities before and is aware of bidding processes.

- C. Prospective budget for developing outdoor Discovery Garden project:

Robert proposed a budget of \$100K-\$200K. Grants to help with funding cannot be measured accurately, as there's no way of guaranteeing what the library will receive. Christina suggested a planning committee. Everyone agreed. For starters, the committee would include Miranda, Phyllis, and Christina. Further items pertaining to the Discovery Garden were discussed:

- Budget - \$110K to start and could be as much as \$200K-\$300K. This project is an extension of the library and probably the biggest venture the Library will take on in the next five years. (RC)
- Strategy – BLD and Trustees vision for the project – perhaps in phases. (SC)
- Water Tower – burying utilities – Bank and BWA possibly sharing the cost. (SC)
- Education by "accident" in the Discovery Garden. (RM)
- Grant possibilities and how much BLD can contribute. (CB)
- Semi-permanent parking places behind the Republic Services trash container. (SC)
- Liability insurance. (CW)
- Movability of apparatus'. (CW)
- What are other libraries doing similar to this and what, if any, problems? (CB)
- Library is not only about books. (RM) Most important is the experience for children. (RC)

Larry asked what portion of library property will be used and Corky offered to talk with Cass/Edwards regarding a possible donation of a parcel of their land.

- D. Consider library's application for accreditation and annual state report:

Robert asked Steve how the report changed from last year. Discussion followed.

- E. Consider closing library April 5th for HVAC repair and RFID tagging:

Having already touched on this subject, everyone agreed it is a good idea.

- F. Consider purchase of a 27 inch laminator and cart:

Trustees unanimously agreed that purchase of the laminator is a good idea.

- G. Other new business:

Robert asked if there was other new business. At this time Steve mentioned that the mayor called regarding a committee forming to help during our community's participation in the 2020 Census. This is separate from city and separate from the library. Committee requires

participation April 2020 through September 2020. Anyone interested should contact Steve.

VI. **Public Comment:**

There was public comment from a visitor attending this trustee meeting. He thanked the library for all their contributions which add to Benbrook's success.

VII. **Adjournment:** Corky made motion that meeting be adjourned. Christina seconded and motion carried.

Reviewed/Corrected/Approved
Christina Watson, Board Secretary