

**MINUTES
BENBROOK LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
MAY 10, 2001**

Benbrook Public Library
1065 Mercedes Street
Benbrook, Texas 76126
4:00 P. M.

MEMBERS PRESENT:

Rick Heyser Ann Ziehe
Jean Sherwin

MEMBERS ABSENT:

Manny Gonzalez Roxanne Hoyt

ALSO PRESENT:

Mike Baldwin

I. CALL TO ORDER

The meeting was called to order at 4:10 p.m. A quorum was present and due notice had been published.

II. CANVAS THE ELECTION

Motion (Heyser), second (Sherwin), carried (unanimous) to adopt *RESOLUTION NO. 2001-05 A RESOLUTION CANVASSING THE RETURNS AND DECLARING THE RESULTS OF AN ELECTION HELD ON THE FIFTH DAY OF MAY, 2001, FOR THE PURPOSE OF ELECTING THREE MEMBERS TO THE BENBROOK LIBRARY DISTRICT BOARD OF TRUSTEES.*

III. ADJOURNMENT

There being no further business, Board President Heyser adjourned the meeting at 4:11 p.m.

Respectfully submitted,

Ann K. Ziehe, Secretary

**MINUTES
BENBROOK LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
MAY 14, 2001**

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	Roxanne Hoyt
Helen Baldwin	Dorcas Neuman

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. SWEARING IN OF NEWLY ELECTED TRUSTEES

Helen Baldwin, Notary Public, administered the oath of office to and notarized the swearing-in of the three Trustees elected on May 05, 2001: Bob Olmstead, Jean Sherwin and Ann Ziehe.

IV. ELECTION OF BOARD OFFICERS

1. *President* - Motion (Ziehe), second (Sherwin), carried (unanimous) that Rick Heyser be reelected President of the Board.
2. *Vice-President/Treasurer* - Motion (Gonzalez), second (Heyser), carried (unanimous) that Bob Olmstead be elected Vice-President/Treasurer of the Board.

3. *Investment Officer* - Motion (Sherwin), second (Heyser), carried (unanimous) that Manny Gonzalez be reelected Investment Officer of the Board.
4. *Secretary* - Motion (Heyser), second (Sherwin), carried (unanimous) that Ann Ziehe be reelected Secretary of the Board.

V. REPORTS

A. DIRECTOR

1. Baldwin submitted the *Library Director's Report for April, 2001* which listed his activities and those of the staff on behalf of the Library during that month as well as various ongoing improvements to the Library.
2. He also submitted the document *Benbrook Public Library Comparison of Usage Statistics* showing the increases in statistics for head count, circulation, new cards and reference. The category "Days Open" showed a decrease, but the Director explained that although the number of days open had decreased by one, the number of hours that the Library is open has actually increased.

B. TREASURER

1. April, 2001 (Summary):

		YTD Totals:
Beginning Balance	\$294,773.32	
Total Deposits	41,249.74	584,344.83
Total Expenses	24,162.36	801,263.79*
Ending Balance	\$311,860.70	

*reflects a one-time expenditure of loan monies received for the purchase of the Library building (former Senior Citizens Activity Center) from the City of Benbrook.

2. The District received from the Texas Comptroller of Public Accounts an *Allocation Historical Summary* showing the amounts received from the local sales and use tax in the years 1999, 2000 and 2001. Yearly totals were: 1999--\$22,203.81; 2000--\$407,795.23; 2001 (year to date) --\$196,616.53.

C. INVESTMENT OFFICER

The corrected and completed document *Resolution Authorizing Participation in TexPool and Designating Authorized Representatives* was signed and will be sent to TexPool.

VI. OLD BUSINESS

A. GRAND OPENING

The date for the celebration will be set after it is determined which Saturday in June will be least in conflict with other community events which have already been planned. Baldwin will plan, prepare, publish and oversee mailing of a Library newsletter which will be sent to all Benbrook residences to publicize the opening of the new Library. The Board will meet Monday, May 21, 2001 at 6:30 p.m. to set this date as well as to consider minutes from recent meetings which have not yet been approved.

B. INVESTMENTS

Motion (Heyser), second (Sherwin), carried (unanimous) that Manny Gonzalez as Investment Officer must approve the transfer of funds with backup authority from Board Treasurer Bob Olmstead or one of two Library staff persons who will be handling the accounting for the Library: Mike Baldwin or Kathy Ledford.

C. DIRECTOR'S RETIREMENT FUND

Since Baldwin was employed by the District from January 01, 2000, through April 30, 2001 without contributions from the District toward his retirement account, motion (Sherwin), second (Ziehe), carried (unanimous) that the Board authorize a retroactive contribution of \$6,182 to be used for the Library Director's Retirement Account. This will be effective from May 01, 2001.

D. OTHER OLD BUSINESS

None.

VII. NEW BUSINESS

A. BOARD BYLAW REVIEW

Because much has been learned since forming the Benbrook Library District in March, 1999, Board President Heyser recommends forming a subcommittee to review and update the Board Bylaws.

B. OTHER NEW BUSINESS

1. *Budget* - This needs to be presented to the Board by July.
2. *Calendar* - Could a Library Calendar be designed and attached to the District' website?
3. *Upcoming Investment Seminars* - It is recommended that Olmstead as the new Vice-President/Treasurer attend these along with Gonzalez, Baldwin and/or Heyser.

VIII. ADJOURNMENT

There being no further business, motion (Heyser), second (Olmstead), carried (unanimous) to adjourn the meeting at 7:50 p.m.

Respectfully submitted,

Ann K. Ziehe, Secretary

MINUTES
BENBROOK LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
MAY 21, 2001

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	Gail Kapavik
Margaret Handrow	Carroll Larson
Roxanne Hoyt	Chris Weingarten

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 meetings of the Board held on April 9, 2001, April 23, 2001, May 10, 2001, and May 14, 2001 were distributed. Motion (Gonzalez), second (Sherwin), carried (unanimous) that the minutes be approved as distributed.

IV. OLD BUSINESS

A. GRAND OPENING

1. *Date and Time* - Motion (Olmstead), second (Gonzalez), carried (unanimous) to set up the Grand Opening of the Library for June 30, 2001. The time will be 11:00 a.m. to 2:00 p.m.
2. *Budget* - Motion (Heyser), second (Ziehe), carried (unanimous) to budget \$3,000 for the Grand Opening. This will include approximately \$2,000 to cover the cost of printing and bulk-mailing the newsletter (which is also serving as an "invitation") to all Benbrook households. The remaining budgeted money may be used to purchase the various items that will be needed.

B. OTHER OLD BUSINESS

1. *Sign* - Work is progressing on the sign.
2. *Dumpster* - The dumpster has been enclosed as required by the City.
3. *Parking* - A drawing of the proposed expansion of the Water and Sewer Authority facilities shows additional parking spaces added near the Library.
4. *MetroPac* - It is still unclear when the 10 shares being obtained through the Fort Worth Public Library will be finalized.

V. ADJOURNMENT

There being no further business, motion (Sherwin), second (Gonzalez), carried to adjourn the meeting at 7:30 p.m.

Respectfully submitted,

Ann K. Ziehe, Secretary