

**MINUTES  
BENBROOK LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING  
MAY 06, 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	Alicia Kutchinski
Helen Baldwin	Mason Kutchinski
Lori Batchelor	Carroll Larson
J. R. Green	Kathy Ledford
Roxanne Hoyt	Dorcas "MeMe" Neuman
	Christine Weingarten

**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. TRUSTEE SWEARING IN CEREMONY**

Helen Baldwin, Notary Public, presided over the swearing in of newly re-elected Trustees Gonzalez and Heyser.

**IV. ELECTION OF BOARD OFFICERS**

Motion (Olmstead), second (Sherwin), carried (unanimous) to re-elect Rick Heyser President of the Board of Trustees. Motion (Heyser), second (Sherwin), carried (unanimous) to retain the Trustees in the offices in which they are currently serving

(Secretary Ann Ziehe, Investment Officer Manny Gonzalez, and Treasurer Bob Olmstead).

V. ECONOMIC DEVELOPMENT CORPORATION PRESENTATION - PHYLLIS WOLFE

Ms. Wolfe, representing the Benbrook Economic Development Corporation, explained the *Benbrook Town Center* development concept. She presented and explained three visuals produced by J. D. Wilson & Associates: "Benbrook Freeways Corridor Study (Opportunities and Constraints)", "Land Use Plan", and "Views of Town Center Concept (1) Westbound I-20, (2) Town Center Character (aerial view Winscott/I-20/820), (3) View South from Winscott Bridge". Ms. Wolfe then answered questions from the Board and the public in attendance. The concept drawings will remain in the Library for a time for viewing there by the public.

VI. CONSIDERATION OF MINUTES

The minutes of the meeting of the Board held on April 08, 2002 were distributed. Motion (Gonzales), second (Olmstead), carried (unanimous) that the minutes be approved as distributed.

VII. REPORTS

A. LIBRARY DIRECTOR

Baldwin submitted the *Library Director's Report for April, 2002*, in which he highlighted milestones and attainments of the Benbrook Public Library during the month of April. This monthly report is available to the public in the Director's office at the Library.

B. TREASURER

1. April, 2002 summary:

	Month:	Fiscal YTD:
Total Income	48,642.31	344,679.88
Total Expenses	39,513.32	303,128.51
Total Income - Total Expenses		41,551.37
Investment Interest	489.112	
Current Investment Balance		324,952.840
Current Checking Acct. Balance	107,201.67	
Curr. Investment Bal. + Curr. Bank Bal.		432,154.51

2. Note: These amounts show April figures only, and do not reflect the \$50,000 transferred from the District's

checking account to the District's TexPool investment account on May 3, 2002.

C. INVESTMENT OFFICER

TEXPOOL INVESTMENT SUMMARY AS OF APRIL 30, 2002:

Beginning Balance	324,463.72
Total Deposits	0.00
Total Withdrawals	0.00
Total Monthly Interest	489.12
Current Balance	324,952.84
Earmarked as "Reserve Fund"	125,000.00
Earmarked for Building Expansion	199,952.84

VIII. OLD BUSINESS

A. FOLLOW-UP TO AUDITOR'S RECOMMENDATIONS

1. *Director's Contract* - The contract will be revised and will be ready to be signed and to take effect at the beginning of the new fiscal year, October 01.
2. *Budget* - The Board will be prepared to discuss budget matters in July in order to approve the budget in August.

B. LANDSCAPING

Sherwin is in the process of contacting a local contractor to get a schematic and cost information.

C. FUND RAISING

1. *Landscaping* - Jean and Joe Sherwin have been invited to perform at the upcoming Benbrook Summerfest on June 29. They have graciously offered to present any funds raised from this (in the way of donations or fees) to the Library for landscaping.
2. *Building Fund* - Baldwin expressed the need to proceed with a major fund raising effort in the near future in order to enlarge the building fund. The Library currently is at or exceeds its capacity to adequately serve the citizens of Benbrook and will require approximately \$1 million to add an additional 10,000 square feet as soon as possible. This will be needed much sooner than the growth of the investment funds earmarked for "building fund" will provide.

D. OTHER OLD BUSINESS

None.

IX. NEW BUSINESS

The Alvarado Public Library has been closed due to water problems in the building. Baldwin has offered to help in any way possible and will issue an invitation on behalf of the Board to the citizens of Alvarado to use the Benbrook Public Library through the TexShare program or by obtaining a non-resident BPL card.

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

There were no comments from the public in attendance.

XI. ADJOURNMENT

There being no further business, motion (Olmstead), second (Sherwin), carried (unanimous) to adjourn the meeting at 7:55 p.m.

Respectfully submitted,

Ann K. Ziehe, Secretary