

**MINUTES
BENBROOK LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
MAY 12, 2003**

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:

Helen Baldwin	Carroll Larson
Mike Baldwin	

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. OATH OF OFFICE - NEWLY ELECTED TRUSTEES

Helen Baldwin, Notary Public, presided over the swearing-in of newly re-elected Trustees Olmstead, Sherwin and Ziehe.

IV. ELECTION OF BOARD OFFICERS

Motion (Sherwin), second (Ziehe), carried (unanimous) to retain into the coming year the current officers of the Board in the positions they held in the past year.

V. CONSIDERATION OF MINUTES

The minutes of the meeting of the Board held on April 14, 2003 were distributed. Motion (Sherwin), second (Gonzalez), carried (unanimous) that the minutes be approved as distributed.

VI. REPORTS

A. LIBRARY DIRECTOR

Baldwin submitted the *Library Director's Report for April, 2003*, in which he highlighted milestones and attainments of the Benbrook Public Library and activities of the staff during the month of April. The Library Director's monthly reports are available to the public in the Director's office at the Library. They are also available online at the District's website, www.benbrooklibrary.org, along with Board of Trustees meeting minutes and recent Treasurer's reports.

B. TREASURER, BOARD OF TRUSTEES

1. APRIL, 2003 SUMMARY:

	Month:	Fiscal YTD:
Total Income	32,583.60	218,285.95
Total Expenses	41,902.50	269,873.71
Total Income - Total Expenses		(-)51,587.76
Investment Interest	528.35	
Current Investment Balance		513,379.47
Current Checking Acct. Balance	19,565.48	
Curr. Invest. Bal. + Curr. Bank Bal.		532,944.95

2. Baldwin and District accountant Ed Pennington will revue for accuracy the numerical calculations stated in the past several Treasurer's Reports.

3. Note concerning "Total Income - Total Expenses": Revenue and Expenditure figures that are strictly for the current fiscal year 2002-2003 do not reflect funds remaining in the District's bank account as of September 30, 2002, the close of fiscal year 2001-2002.

C. INVESTMENT OFFICER, BOARD OF TRUSTEES

TEXPOOL INVESTMENT SUMMARY AS OF APRIL 30, 2003:

Beginning Balance	507,851.12
Total Deposits	5,000.00
Total Withdrawals	0.00
Total Monthly Interest	528.35
Current Balance	513,379.47
Earmarked as "Reserve Fund"	125,000.00
Earmarked for Building Expansion	388,379.47

VII. OLD BUSINESS

A. INCLEMENT WEATHER/EMERGENCY ACTION POLICY

Motion (Gonzalez), second (Olmstead), carried (unanimous) to accept as written the Director's proposed *Policy on Unscheduled Closings Due to Inclement Weather or Other Emergencies*.

B. AMEND BUDGET

Baldwin submitted his recommendation that the Board approve the following budget item adjustments: (1) "Audio Visual" from \$3,000 to \$7,000 (+\$4,000); (2) "Books" from \$50,000 to \$47,000 (-\$3,000); and "Shelving & Furnishing" from \$1,000 to \$0 (-\$1,000). Motion (Sherwin), second (Gonzalez), carried (unanimous) to approve the adjustments to the budget as recommended by the Director.

C. LIBRARY ADDITION/MARKETING/MAINTENANCE

Nothing new was reported concerning future Library addition. The marketing review process went very well. Mayor Hebert was very supportive of the Library during that process. Sherwin noted that exterior wood trim on the Library needs painting and some maintenance, and the Director will get an estimate for possible work in that regard.

D. OTHER OLD BUSINESS

None.

VIII. NEW BUSINESS

A. FINANCIAL OFFICER TRAINING

Gonzalez will attend the next training session in August. Board President Heyser suggested that Olmstead also attend for cross-training purposes.

B. OTHER NEW BUSINESS

None.

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

Mike Baldwin noted that a copy of the newest Library Newsletter was contained in the Trustee packets. Copies will be mailed very soon to households in Benbrook.

X. ADJOURNMENT

There being no further business, motion (Olmstead), second (Gonzalez), carried (unanimous) to adjourn the meeting at 7:15 p.m.

Respectfully submitted,

Ann K. Ziehe, Secretary