

MINUTES
BENBROOK LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
May 16, 2011

Benbrook Public Library
1065 Mercedes Street
Benbrook, Texas 76126
6:00 P. M.

Members Present:

- Rick Heyser • Julie Bakke Manny Gonzalez
- Roy Baird • Robert Christensen

Also Present:

- Mike Baldwin Kathy Ledford

I. CALL TO ORDER

The meeting was called to order at 6:00 p.m. A quorum was present and due notice was published

II. Swearing in of newly elected library trustees

Kathy Ledford administered the oath of office to Baird, Bakke and Christensen. The board thanks Mrs. Ledford for her service. A short break was taken to sign the election documents.

III. Election of board officers

Motion (Bakke) second (Gonzalez) passed unanimously to retain current positions.

IV. Consideration of the minutes

The minutes of the meeting of the Board held April 18, 2011 were distributed. Motion (Christensen), second (Baird), carried (unanimous) that the minutes be approved as written

V. Reports

- A. Library Director's Report of his business activities for the District during April 2011 described meetings attended, district business conducted and financial transactions.

Baldwin submitted the Library Director's Report for April 2011, in which he highlighted milestones and attainments of the Benbrook Public Library as well

as activities of the staff. 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 report

B. Investment Officer, Board of Trustees, Report of status for the District's investments as of April 30, 2011

TEXPOOL INVESTMENT SUMMARY AS OF April 30, 2011:

Beginning Balance	\$1,240,399.05
Total Deposits	\$00.00
Total Withdrawals	\$23,072.99
Total Monthly Interest	\$113.11
Current Balance	\$1,127,439.17
Earmarked as "Reserve Fund"	\$250,000.00
Earmarked for Building Expansion	\$967,439.17

C. Treasurer, Board of Trustees, Report of financial status for the District as of April 30, 2011; including income, expenditures, bank statements and TexPool Account

April 2011 Summary:

	Month:	Fiscal YTD:
Total Income	\$75,037.77	\$588,649.49
Total Expenses	\$69,282.89	\$315,936.30
Total Income - Total Expenses	\$5,754.88	\$272,713.19
Investment Interest	\$113.11	
Current Investment Balance	\$1,127,439.17	
Current Checking Acct. Balance	\$69,928.86	
Curr. Invest. Bal. + Curr. Bank Bal	\$1,287,368.03	

VI. Old Business

- A. Consider suggestions for additional equipment.

Motion (Gonzalez) second (Christensen) passed (unanimously) to accept the bid from Door Control for automatic door installation for \$12,705.00.

- B. Consider proposed children in the library policy

Tabled for staff input.

- C. Approve proposed job description for assistant director

Motion (Bakke) second (Baird) passed (unanimously) to accept the job description as written.

- D. Other Old Business

No other old business

VII. New Business

- A. Consider early payoff of Frost Bank loan

Motion (Baird) to pay off Frst Bank loan. No second motion dies. Motion (Christensen) second(Gonzalez) passed (unanimously) not to pay off the building loan at this time.

- B. Discuss policy on monthly deposit to TexPool for quarterly loan payment

Discussion held. Will have additional agenda items next month.

- C. Consider adding a second signature requirement for TexPool transactions.

Discussion held, current safeguards in place are sufficient.

- D. Executive session pursuant to Sec. 551.0074, government code, deliberation regarding personnel matters.

The board went into executive session at 6:48. Left executive session at 7:14.

- E. Action item regarding executive session.

Motion(Christensen) second(Bakke) passed (unanimously) that the President of the library board will meet with the library director and discuss library accounting procedures.

F. Other new business

Next meeting will be held June 20, 2011

VIII. Public Comment

No public attending the meeting

IX. ADJOURNMENT

Having no further business, motion (Bakke), second (Gonzalez), carried (unanimously) to adjourn the meeting at 7:14 p.m.

Respectfully submitted,

Julie Bakke, Secretary

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