

MINUTES
BENBROOK LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
May 21, 2012

Benbrook Public Library
1065 Mercedes Street
Benbrook, Texas 76126

Work Session at 5:45 Regular meeting at 6:00 P.M.

Members Present:

Roy "Corky" Baird

Julie Bakke

Robert Christensen

Aubra Gantt

Manny Gonzalez

Also Present:

Mike Baldwin

James Blake

Steve Clegg

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 appointed Library Trustee.

Aubra Gantt, the newly appointed Trustee, was administered the Oath of Office and did affirm to execute the duties of the office.

III. Election of board officers.

A motion was made by Manny, second (Corky) that Robert be President, Julie be Treasurer, Aubra be Secretary, Corky remain Investment Officer. It was suggested that this be a slate, motion (unanimous).

IV. Approval of meeting minutes of April 16, 2012.

The minutes of the meeting of the Board held April 16, 2012 were distributed. A motion was made by Corky and second by Manny that we accept the minutes as written, motion carried (unanimous).

V. Reports

A. Report by James Blake, CCMI on Library expansion.

Blake gave a report on the possible sites for the Library expansion. He talked with Ron Rainey, Mike Baldwin and Steve Clegg to get information. One of the sites was the vacant Albertsons building off Hwy 377 which is not pedestrian friendly. The Trails near the river is another possibility, He asked for any feedback from the board and said he would be glad to help in any way he could. Manny made the comment that he couldn't see any advantage to going all the way to the back of the Trails to build a Library.

B. Library Director's and Assistant Director's report for April, 2012.

A copy of each report was emailed to each Board member. Julie asked about the Volunteer Dinner and it was reported that everything went very well. Manny asked about BRIT, it is the Botanical Research Center and Library on plants. Robert read a thank you note from one of the volunteers, Linda, about how she appreciated the dinner and the Board. Steve answered questions from the Board about the OverDrive meeting he attended.

C. Investment Officer, Report of Status for the District's Investments as of April 30, 2012. Manny asked about a set amount being deposited to TexPool each month. He thinks that the Board voted on this in the past. Robert asked Mike to look at the by-laws and see if he can find this. Corky talked with someone that worked at Compas Bank he met. This man told him that all pre-paid penalties should be put in the contract; the one with Frost bank does not have one noted.

TEXPOOL INVESTMENT SUMMARY AS OF APRIL 30, 2012

Beginning Balance	\$1,582,397.94
Total Deposits	\$0.00
Total Withdrawals	\$0.00
Total Monthly Interest	\$143.21
Current Balance	\$1,559,468.16
Earmarked as "Reserve Fund"	\$250,000.00
Earmarked for Building Expansion	\$1,309,468.16

D. Treasurer, Board of Trustees, Report of financial status for the District as of April 30, 2012; including income, expenditures, bank statements and TexPool Account. Robert gave the treasurers report. There was a discussion on the figures of the Frost Bank Loan. He also said to keep in mind that when working on the budget for next year we would lose about 25% income because of construction on Hwy. 377.

April, 2012 Summary

	Month:	Fiscal YTD:
Total Income	\$83,604.81	\$627,385.70
Total Expenses	\$71,936.59	\$471,653.64
Total Income - Total Expenses	\$11,668.22	\$155,732.06
Investment Interest	\$143.21	
Current Investment Balance	\$1,559,468.16	
Current Checking Acct. Balance	40,137.44	
Curr. Investment Bal. + Curr. Bank Bal.	\$1,599,605.60	

E. Report by Assistant Director on Development of a new Library website.

Steve talked about the design of the new website and showed a slide of how it will look. If the design is approved the website should be in operation by August 2012. The design cost is \$2500.00; the development cost is \$5000.00. A motion was made (Julie) and second (Corky) that the Board approved the design and the total web cost of \$7500.00 (unanimous). It was asked by the Board that the Library let the public know that we will have a new website.

VI. Old Business

A. Consider payoff of Frost Bank loan.
Tabled

B. Other old business.
There was none.

VII. New Business

A. Consider revision of budget process.
Robert asked if Mike could change next year's budget to three parts. Discretionary, nondiscretionary and Staff. Mike said that it would not be a problem. The Board agreed to try this then vote if it works well.

B. Other new business.
Manny made the comment that the Library should have certain steps in place when someone becomes disruptive inside the Library. Robert suggested that Mike talk to the staff at the next staff meeting.

VIII. Public comment

There was none.

IX. Adjournment

Having no further business, motion (Julie) second (Corky) carried (unanimous) to adjourn the meeting
At 7:50 p.m.

Respectfully submitted,

Aubra Gantt, Secretary