

MINUTES
BENBROOK LIBRARY DISTRICT
BOARD OF TRUSTEE MEETING
May 16, 2016

Benbrook Public Library
1065 Mercedes Street
Benbrook, Texas 76126
Regular Meeting at 6:30 p.m.

Members Present:

Roy "Corky" Baird Robert Christensen Carol Hafer
Anita Mitchell Rachel Dillard

Also Present:

Steve Clegg Kathy Ledford

I. CALL TO ORDER

The meeting was called to order by Robert Christensen, president, at 6:31 p.m.

II. Approval of Meeting minutes for March 21, 2016

A motion was made by Anita, second by Corky to approve the minutes as written. Motion carried (unanimous). There was not an April meeting as there was not a corium present.

III. Reports

A. Report by Library Director of notable activities for the District during March and April 2016, including meetings attended, District business conducted, financial transactions, Programs presented, and progress in the application of technology to library services. Steve presented his report, he gave some of the highlights and asked if there were any questions. Robert asked about any noise in the maker space area. Steve is going to get some dividers for the maker space area to cut down on any noise.

B. Investment Officer, Board of Trustees, report of status of the District's Investments And TexPool statements as of March 31, 2016 and April 30, 2016. Corky gave his report on the bank overviews and TexPool and the sales tax income. We have closed Compass Bank account.

TEXPOOL INVESTMENT SUMMARY AS OF MARCH 31, 2016

Beginning Balance	\$1,239,387.07
Total Deposits	\$0.00
Total Withdrawals	\$0.00
Total Monthly Interest	\$344.50
Current Balance	\$1,239,731.57
Earmarked as "Reserve Fund"	\$250,000.00
Earmarked for Building Expansion	\$989,731.57

TEXPOOL INVESTMENT SUMMARY AS OF APRIL 30, 2016

Beginning Balance	\$1,239,731.57
Total Deposits	\$0.00
Total Withdrawals	\$0.00
Total Monthly Interest	\$344.37
Current Balance	\$1,240,075.94
Earmarked as "Reserve Fund"	\$250,000.00
Earmarked for Building Expansion	\$990,075.94

C. Treasurer, Board of Trustees, report of financial status of the District as of March 31, 2016 and April 30, 2016.

Carol gave her report of the financial status of the Library.

TREASURERS REPORT AS OF MARCH 31, 2016

	Month:	Fiscal YTD:
Total Income	\$75,172.97	\$516,559.67
Total Expenses	\$84,392.16	\$477,780.25
Total Income - Total Expenses	(\$9,219.19)	\$38,779.42
Investment Interest	\$344.50	
Current Investment Balance	\$1,239,731.57	
Current Checking Acct. Balance	\$17,288.35	
Curr. Investment Bal. + Curr. Bank Bal.	\$1,257,019.92	

TREASURERS REPORT AS OF APRIL 30, 2016

	Month:	Fiscal YTD:
Total Income	\$77,937.49	\$593,608.24
Total Expenses	\$80,782.20	\$558,562.45
Total Income - Total Expenses	(\$2,844.71)	\$35,045.79
Investment Interest	\$344.37	
Current Investment Balance	\$1,240,075.94	
Current Checking Acct. Balance	\$36,660.49	
Curr. Investment Bal. + Curr. Bank Bal.	\$1,276,736.43	

IV. Old Business

A. Introduce supporting material to 2016-2020 long range plan.
Steve reported that the Library survey was now closed and could be used for the 2016 long range plan.

B. Other old business
There was not any old business.

V. New Business

A. Consider revised bylaws
A motion was made by Anita, second by Carol to approve the presented bylaws with an additional change to Article III, Section 1 that the Board meetings be held on the third Monday of each month at 6:30 p.m. or at such other time and place as set by the trustees. Motion carried (unanimous).

B. Consider policy revisions
Emergency Aid Policy
TexShare Card Policy
Interlibrary loan Policy
Smoking Policy

After a discussion a motion was made by Carol, second by Corky to accept the presented policy changes. Motion carried (unanimous).

C. Consider Loan Implementation Package for Retirement Accountant.
The Loan Implementation package was looked at and a motion was made by Rachel, second by Anita to approve the package as presented. Motion carried (Unanimous).

D. Consider Auditor's Engagement letter.

The board would like Steve to check on some information for them. He is to email them with the results, if approved by the Trustees he may proceed with the audit.

E. Consider library director's participation in the 2016 Leadership Immersion Training from the Texas Library Association.

The board agreed that this was a good program for the director to attend.

A motion was made by Anita, second by Carol to approve the director attending The Leadership Immersion Training program. Motion carried (unanimous).

F. Consider sponsored memberships to the Benbrook YMCA under their Corporate Wellness program.

It was decided to table this until Steve found out if 10 staff members were interested in the program.

G. Other new business

There was none.

VI. Public Comment

Jim Wilson of the City of Benbrook board thanked the Trustees for letting the city hold A neighborhood association meeting in the Library meeting room that afternoon.

VII. Adjournment

A motion was made by Corky, second by Carol to adjourn the meeting. Motion carried (unanimous). Meeting adjourned at 7:35 p.m.

Respectfully submitted

Rachel Dillard
Secretary

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