

MINUTES
BENBROOK LIBRARY DISTRICT
BOARD OF TRUSTEE MEETING
May 21, 2018
Benbrook Public Library
1065 Mercedes Street
Benbrook, Texas 76126
Regular Meeting at 6:30 pm

Members Present: Roy "Corky" Baird; Robert Christensen; Carol Hafer; Anita Mitchell; Rachel Moore

Also Present: Steve Clegg and guests as follows:

David Wasson, General Manager and David Smith, Assistant General Manager
of Benbrook Water Authority

Sandhya Karki Magar, CPA, of Kirk and Richardson, P.C.

I. Call to order:

The meeting was called to order at 6:30 p.m. by Carol Hafer.

II. Approval of minutes:

Approval of April 16, and April 23, 2018 meeting minutes. Anita moved that minutes be accepted as is and Corky seconded the motion. Motion carried.

III. New Business:

A. As there are guest presentations, Anita suggested the meeting proceed directly to New Business.

B. Benbrook Water Authority began their presentation by explaining that since the presentation to BLD in January they have also talked with Wells Fargo bank regarding using bank property for the water tower. This would affect BLD in that it would require relocating overhead electric and an easement on library property.

Misters Wasson and Smith are hoping for feedback from the board whether BWA should stop what they're doing or proceed with the survey. Discussion followed regarding 20-25 ft. easements. There will actually need to be two easements – one during construction and another after construction for accessing the tank.

Robert suggested that BWA move ahead with survey of the property and explained that what the Trustees are interested in – down the road what restrictions will be imposed on BLD.

C. Next guest was Sandhya Karki Magar, CPA, with Kirk and Richardson, P.C. who gave a favorable report of BLD's 2016/2017 audit. Financial statements are in good order and there being no questions regarding the audit report, the board thanked Sandhya for coming to the meeting.

IV. Reports

- A. Director gave report of activity – including meetings attended and material purchases made. Most recent a color copier was purchased and all the library chairs were reupholstered.
- B. Investment Officer, Corky gave report. Fairly light month for Sales Tax -- 71K.
- D. Carol Hafer gave the Treasurer’s Report as follows:

Sales Tax	71,603.28
Fines, Fees, Royalties & Gifts	3,878.15
Concession Income	78.00
MakerSpace Income	708.48
Interest from Bank Accounts	6.89
Interest from TexPool	<u>1,589.74</u>
Total Income	77,864.54
Total Expenses	76,307.10
Net Income	1,557.44
Bank Adj’d Balance + TexPool	1,330,944.30

No questions were forthcoming regarding the Treasurer’s Report.

V. Old Business:

- A. Library Fines Policy – Steve reported on what other libraries are proceeding with regarding the policy. Discussion ensued. Carol made motion that the policy be accepted as discussed and Anita seconded the motion. Motion carried.
- B. Direct support to area teachers: Steve reported on the correspondence with ideas to local school principals. All agreed this will be a partnering cooperative between schools and the library. This is being tabled for now.

VI. New Business:

- A. Consider contracting with Fort Worth Public Library on their initiative to remove accounts payable records in Polaris automation system due to incomplete data. After discussion Rachel moved that BLD contract with FW Public Library to remove accounts payable records in Polaris, due to incompleteness. Anita seconded the motion. Motion carried.
- B. Consider temporarily extending hours of the part-time MakerSpace Assistant over the summer. No motion required for this action.
- C. Consider adding ten lendable Wi-Fi Hotspots. Discussion followed. Anita asked if ten would be enough. Discussion followed regarding cost, possibly bundling the hotspot with a device for library patrons, and how this could become a part of the initiative to support area teachers. For now, the plan is to contract for ten lendable

hotspots and then revisit the issue again in September.

- D. Resolution to change bank account and access at Wells Fargo bank. BLD could not add a debit card to the type of account kept. Corky moved that the account BLD has at Wells-Fargo be changed to a business checking account and that Corky be removed as a signatory, as there's no need. Rachel seconded the motion and all agreed that Carol, as Treasurer, should have signatory on the new type account.
- E. Letter of Understanding for Kimberling, McFarland and Associates, P.C. was presented. Although there was no loss of BLD funds involved, the CPA firm partners felt they should be indemnified. All trustees signed letter.

VI. Public Comment:

There was no public comment.

VII. Adjournment

Anita made a motion that meeting be adjourned and Carol seconded the motion.