

MINUTES
BENBROOK LIBRARY DISTRICT
BOARD OF TRUSTEE MEETING
May 20, 2019
Benbrook Public Library
1065 Mercedes Street
Benbrook, Texas 76126
Regular Meeting at 6:30 pm

Members Present: Roy "Corky" Baird; Robert Christensen; Larry Vickers; Christina Watson

Also Present: Steve Clegg; Guest: Don Richardson, Kirk & Richardson

I. Call to order:

Robert called meeting to order at 6:40 pm.

II. Approval of minutes:

First on the agenda was minutes of April 22, 2019 meeting. Robert called for any discussion. Christina made motion that the April minutes be accepted as is. Larry seconded motion and all in favor signified with aye. Motion carried.

III. Reports:

- A. Report by Library Director began when Steve notified everyone that the library has received a funding commitment for both Tier 1 and Tier 2 projects, which will reimburse the library for tech plans covering internet bandwidth and internal connections. A subcontractor crew has installed network drops throughout the facility.

Robert asked about the search for a Landscape Architect. Steve explained that BLD is still searching as the person who initially talked with us hasn't responded to calls and emails. Steve will contact area city offices to get referrals.

Robert also asked about BLD's visitors from Australia. Steve clarified that FE Technologies is opening an office in Southlake and so had an opportunity to visit Benbrook Library, who serves as a valuable referral.

Steve received an unsolicited bid from a roofing contractor. Texas Municipal League will be involved. An adjustor will be assigned to write up the bidding. Discussion ensued.

At this point Robert asked that, since there's a guest present, the meeting switch to **New Business**. The presentation from Kirk & Richardson, BLD's audit firm, was done by Don Richardson.

- IV. Old business:** Benbrook Water Authority was unable to attend tonight's meeting. Continued discussion in section after **Reports**.

V. New Business:

- A. Audit presentation began with Don referring trustees to various pages of the financial report for year-ended September 30, 2018, while explaining that there were no material weaknesses found and no compliance issues. Nothing was found to report, in accordance with government audit standards. Don said that in the

MDA (Management Discussion & Analysis) segment he was most impressed that community participation at the library is increasing. Discussion followed. Everyone thanked Don for coming.

Reports III. B. continued.

- B. Investment Officer, Corky Baird explained that the report for April was a standard snapshot and for the end of month net (6K), but 76K for six month period.
- C. The Treasurer's report for April was approved. Hard copy of March Treasurer's report was included in Trustee meeting packet, but not addressed as it was not included on the agenda. At June's meeting there will be March and May Treasure reports to review.

Old Business IV. A continued. Benbrook Water Authority proposal.

- A. Robert asked to be brought up-to-date regarding status of BWA's proposed water tower on library property. Steve and the trustees proceeded to explain that BWA's presentation last month proposed BWA purchase of entire BLD property and lease the building back to the library. No purchase amount was ever mentioned. Per page 31 of the audit report, the value of building and grounds is approximately \$2 million. Robert offered "At this time we do not see a benefit to the library?" Discussion followed.

New Business V. B continued

- B. Storage unit liquidation.

Steve explained what is stored in the unit: ceiling tiles, paint, shelving, etc. and the monthly storage charge is now \$85. Everyone indicated they are fine with proceeding to liquidate these items.

- C. Consider extending hours for MakerSpace Assistant for summer programming.

This involves James increasing to 40 hours a week for approximately 10 weeks. This will enable James to prepare and present programs and assist with STEM activities. Christina made motion and Larry seconded that we go ahead with increasing the hours of the MakerSpace Assistant for the summer. Everyone indicated agreement with ayes. Motion carried.

- D. Consider board member reimbursement process.

Steve explained the possibilities for other ways to reimburse trustees. There have been occasions Kimberling McFarland & Associates has contacted Steve regarding uncashed checks. Discussion followed and this will be re-visited at another time.

VI. **Public Comment:** There was no public comment.

VII. **Adjournment:** Corky made motion that meeting be adjourned and Christina seconded. Everyone signified agreement by saying aye. Motion carried.

Reviewed/Corrected/Approved
Christina Watson, Board Secretary