

**MINUTES  
BENBROOK LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING  
NOVEMBER 1, 1999**

Benbrook Senior Citizens Activity Center  
1065 Mercedes Street  
Benbrook, Texas 76126  
6:30 P. M.

**MEMBERS PRESENT:**

Rick Heyser	Will Powers
Roxanne Hoyt	Ann Ziehe
Jean Sherwin	

**MEMBERS ABSENT:**

None

**ALSO PRESENT:**

Michael Baldwin

Present during open meeting only:

Andy Wayman  
Felix Hebert, Mayor of Benbrook  
Dorcas Neuman

**I. CALL TO ORDER**

The meeting was called to order at 6:30 p. m. A quorum was present and due notice had been published.

**II. INVOCATION - Ann Ziehe**

**III. EXECUTIVE SESSION PURSUANT TO SEC.551.074, GOVERNMENT CODE, DELIBERATION REGARDING PERSONNEL MATTERS: DIRECTOR OF LIBRARY SERVICES AND REAL PROPERTY: SITE SELECTION.**

The Board went into Executive Session at 6:32 p.m. and came out of this session at 6:55 p.m. No action was taken.

**IV. LIBRARY DIRECTOR**

Moved (RH), seconded (AZ) and carried (unanimous) that the Board approve the Employment Agreement for and appoint Michael Baldwin as Director of Library Services, Benbrook Library District. Baldwin and the members of the Board then signed the Agreement,

and the new Director was congratulated by the Trustees and those attending the meeting.

## V. CONSIDERATION OF MINUTES

The minutes of the meeting of the Board held on October 4, 1999 were distributed. Moved (WP), seconded (JS) and carried (unanimous) that the minutes be approved as distributed.

## VI. OLD BUSINESS

- A. BANKING: Moved (RH), seconded (WP) and carried (unanimous) to allow Roxanne Hoyt to purchase permanent checks for banking.
- B. POST OFFICE BOX: The Board's post office box number is 126467. Mike Baldwin will be added to the access card for the p.o. box. The two keys to the box will be in the possession of Baldwin and secretary Ann Ziehe.
- C. COMMUNITY SURVEY: Raymond Turco and Associates has submitted a proposal for the Board's consideration. There are three possible forms that the survey can take ("Series A, B or C") with different costs at the three levels. No action was taken. This item will appear on the agenda of the next regular monthly meeting, and action is planned to be taken at that time.
- D. COMMITTEE REPORTS
  - 1. *Site Selection*: Moved (JS), seconded (WP) and carried (unanimous) to make Mike Baldwin a member of this advisory committee.
  - 2. *Other Committees*: No other reports.
- E. OTHER OLD BUSINESS: Mike Baldwin will look into possibilities for the District's logo, letterhead, etc. and make a presentation on this subject to the Board at its next regular monthly meeting. Moved (AZ), seconded (WP) and carried (unanimous) to table "Other Old Business" at this point to be considered at the end of this meeting.

## VII. NEW BUSINESS

- A. BOARD TREASURER: Moved (RH), seconded (WP) and carried (unanimous) to create the Board office "Vice-President/

Treasurer" which will be filled by the current Vice-President, Roxanne Hoyt.

- B. LIBRARY GRANT - TIF: The Telecommunications Infrastructure Fund Board offers a non-competitive grant to assist in funding internet activity for public libraries. The District will pursue this grant.
- C. PURCHASE RECORDING EQUIPMENT: The Board's legal counsel, Analeslie Muncy, recommended during the Work Session prior to the meeting on September 13 that equipment be purchased to adequately tape record Board meetings. Moved (RH), seconded (WP), and carried (unanimous) to purchase such equipment. Heyser will obtain suggestions for reasonably priced recording equipment from Tarrant County College.
- D. OTHER NEW BUSINESS: None.

**[CONSIDERATION OF TABLED "OTHER OLD BUSINESS"]:** WEB SITE: Each Board member as well as Mike Baldwin should write a short personal background description which will be included on the District's web site.

#### **VIII. PUBLIC COMMENT**

Andy Wayman congratulated the Board on its work. Mayor Hebert also congratulated the Board and offered his assistance toward its success. Dorcas Neuman expressed support of the Board's efforts. Mike Baldwin said that he is happy to be here and eager to start his work for the Benbrook Library District.

#### **IX. ADJOURNMENT**

There being no further business, moved (RH), seconded (WP), and carried (unanimous) that the meeting be adjourned at 7:30 p.m.

**Respectfully submitted,**

**Ann K. Ziehe, Secretary**

**MINUTES  
BENBROOK LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING  
NOVEMBER 16, 1999**

Benbrook Public Library  
101-C Del Rio Street  
Benbrook, Texas 76126  
7:00 P. M.

**MEMBERS PRESENT:**

Rick Heyser	Will Powers
Roxanne Hoyt	Ann Ziehe

**MEMBERS ABSENT:**

Jean Sherwin

**ALSO PRESENT:**

Mike Baldwin	Carroll Larson
Fran Collins	Kathy Ledford
Nancy Cooper	Johanna Pitts
Margaret Handrow	Doris Rieger
Gail Kapavik	Chris Weingarten

**I. CALL TO ORDER**

A. ESTABLISHMENT OF QUORUM

The meeting was called to order at 7:00 p. m. A quorum was present and due notice had been published.

B. INVOCATION - Ann Ziehe

C. CONSIDERATION OF MINUTES

The minutes of the meeting of the Board held on November 1, 1999 were distributed. Moved (Powers), seconded (Hoyt) and carried (unanimous) that the minutes be approved as distributed.

**II. NEW BUSINESS**

A. RESPONSIBILITY FOR THE OPERATION OF THE BENBROOK PUBLIC LIBRARY

Mike Baldwin presented the document *BENBROOK LIBRARY DISTRICT: LIBRARY DIRECTOR'S PROPOSAL FOR TRANSITION OF RESPONSIBILITY FOR LIBRARY OPERATIONS FROM FRIENDS*

OF THE BENBROOK LIBRARY TO THE BENBROOK LIBRARY DISTRICT which itemized elements of the transition. The Board agreed with the proposal and acted as follows:

1. Moved (Heyser), seconded (Powers) and carried (unanimous) to transfer the responsibility of the operation of the Benbrook Public Library from the Friends of the Benbrook Library to the Benbrook Library District effective upon the approval of the Benbrook City Council and the Benbrook Water and Sewer Authority.
2. Moved (Heyser), seconded (Ziehe) for the District to assume payment for the operation of the Library effective December 1, 1999. AMENDED: that the District will assume payment for these Library costs effective December 1, 1999: the current insurance policy, telephone charges and bottled water charges. Carried (unanimous).
3. Moved (Powers), seconded (Hoyt) and carried (unanimous) that the Library Director make arrangements to speak with the City of Benbrook and the Benbrook Water and Sewer Authority to present Element 1 of the Proposal [continuation of payment of electricity costs by the City and water and sewer costs by the Authority].

B. HOURS OF OPERATION OF THE BENBROOK PUBLIC LIBRARY

Mike Baldwin presented the document *LIBRARY DIRECTOR'S PROPOSED HOURS OF OPERATION OF THE BENBROOK PUBLIC LIBRARY AFTER ITS TRANSITION FROM THE FRIENDS OF THE BENBROOK PUBLIC LIBRARY TO THE BENBROOK LIBRARY DISTRICT AS OF DEC. 1, 1999*. The Board affirmed the proposal that "the Library's public hours of operation remain the same after the transition as before, until such time as the Library can be moved to a larger facility."

C. EXPENSE OF OPERATING THE BENBROOK PUBLIC LIBRARY

Mike Baldwin presented the document *ESTIMATED COSTS OF OPERATION OF THE BENBROOK PUBLIC LIBRARY, DEC. 1, 1999 -*

SEPT. 30, 1999 RESULTING FROM TRANSITION OF RESPONSIBILITY FROM THE FRIENDS OF THE BENBROOK LIBRARY TO THE BENBROOK LIBRARY DISTRICT. Following discussion concerning income received from fines, etc., it was moved (Powers), seconded (Hoyt) and carried (unanimous) that the PROPOSAL FOR TRANSITION...[see Item II.A.] be accepted with the following included as "friendly amendments": that all revenues received prior to the actual date of transition will remain the property of the Friends and that all revenues received after the actual date of transition will be the property of the District.

D. PROPOSAL FOR FINANCIAL MANAGEMENT SERVICES

Rick Heyser presented a draft of a letter from himself as President of the Board to the Mayor and City Council proposing a possible contract with the City for the provision of group insurance and retirement benefits for District employees and payroll and financial management services for District funds. Moved (Heyser), seconded (Powers) and carried (unanimous) that the Board proceed with inquiring into contracting with the City of Benbrook for services related to retirement benefits, group insurance and financial operations, and that this procedure include review by the District's attorney.

III. PUBLIC COMMENT

Gail Kapavik commented that the Friends have been working very hard toward this transition for ten years. Carroll Larson expressed happiness also that the time has arrived for the transition from the Friends to the District, and inquired concerning possible sites and the temporary location.

IV. ADJOURNMENT

There being no further business, moved (Ziehe), seconded (Hoyt), and carried (unanimous) that the meeting be adjourned at 7:55 p.m.

Respectfully submitted,

Ann K. Ziehe, Secretary