

**MINUTES
BENBROOK LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
NOVEMBER 12, 2001**

Benbrook Public Library
1065 Mercedes Street
Benbrook, Texas 76126
6:30 P. M.

MEMBERS PRESENT:

~~Rick Heyser~~ ~~Jean Sherwin~~
Bob Olmstead Ann Ziehe

MEMBERS ABSENT:

Manny Gonzalez

ALSO PRESENT:

Mike Baldwin Roxanne Hoyt

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. CONSIDERATION OF MINUTES

The minutes of the meeting of the Board held on October 08, 2001 were distributed. Motion (Sherwin), second (Olmstead), carried (unanimous) that the minutes be approved as distributed.

IV. REPORTS

A. LIBRARY DIRECTOR

Baldwin submitted the *Library Director's Report for October, 2001* which listed these activities (summary):

>Public relations: provided Chamber of Commerce with forms related to the Library to include in newcomer packets; wrote articles for the News & Star about Roxanne Hoyt's receiving

the NTRLS award; drafted second newsletter to be published in November.

- >Spoke with: representative of the BWSA about future expansion of parking lot and possibility of joining their health insurance group; Benbrook City Comptroller concerning State's 3-year retroactive adjustment of sales tax revenue which resulted in providing increased revenue to the District; District's auditor to arrange annual audit in November; sign designer to obtain estimates.
- >Met with: Bob Olmstead to re-format Treasurer's Report; representatives of PLANT at its conference October 24-26.
- >Set up new listserv for Texas Public Library Taxing District interest group; oversaw entering of titles into MetroPac catalog.

B. TREASURER

1. October, 2001 (Summary): Fiscal YTD:
- | | | |
|---|------------|------------|
| Total Income | 69,099.14 | 69,099.14 |
| Total Expenses | 41,749.48 | 41,749.48 |
| Total Income - Total Expenses | | 27,349.66 |
| Investment Interest | 739.05 | |
| Current Investment Balance | | 301,716.11 |
| Current Checking Acct. Balance | 113,669.56 | |
| Curr. Investment Bal. + Curr. Bank Bal. | 415,385.67 | |
2. The Treasurer's Report was presented in its new, revised format.

C. INVESTMENT OFFICER

TEXPOOL INVESTMENT SUMMARY AS OF OCTOBER 31, 2001:

Beginning Balance	300,977.06
Total Deposits	0.00
Total Withdrawals	0.00
Total Monthly Interest	739.05
Current Balance	301,716.11
Earmarked as "Reserve Fund"	125,000.00
Earmarked for Building Expansion	176,716.11

V. OLD BUSINESS

A. LIBRARY SIGN

Baldwin has contacted sign designers and made several requests for bids but has not yet received any bids.

B. EMPLOYEE INSURANCE

Baldwin presented the document *Director's Recommendation On Group Insurance for Fiscal 2001/02*. Motion (Sherwin), second (Olmstead), carried (unanimous) to approve the Director's recommendation as presented. Due to rate increases, the District's annual expense for group insurance will increase by \$614. 52. Employees will be responsible for new and increased co-pay items.

C. REVIEW ACCOUNTING SERVICES CONTRACT

As requested by the Board, Baldwin reviewed Ed Pennington's contract after five months and has determined that his services have proven to be very helpful to the District. He recommended that the District continue to contract with Pennington for accounting services at the current rate of \$250.00 per month. Motion (Ziehe), second (Olmstead), carried (unanimous) to approve the *Library Director's Recommendation On Accounting Services* as presented.

D. OTHER OLD BUSINESS

None.

VI. NEW BUSINESS

A. LIBRARY NEWSLETTER

Baldwin presented a draft of the second Benbrook Public Library newsletter which will be mailed to each household in the city before Christmas. It includes an opinion survey on Library services.

B. "TRIBUTE TO LIBRARIANSHIP" PRESENTATION

Baldwin showed the excellent PowerPoint presentation on the importance of librarianship that he developed and presented at the annual PLANT conference which was held at Garrett Creek Ranch October 24 - 26.

C. OTHER NEW BUSINESS

The request to join Tex-Share has been sent in, but no reply has been received yet. The Director will check on this.

VII. PUBLIC COMMENT - Opportunity to express concerns/comments to the Board

Roxanne Hoyt updated the Board on the planned annual Volunteer Appreciation Dinner which will be given by the Friends of the Benbrook Public Library and held at Spring Creek Barbecue on December 3. Gift certificates to B. Dalton Books in the amount of \$10.00 will be presented to the eight summer volunteers, and \$20.00 certificates will be given to the ten permanent volunteers in appreciation for their service to the Library.

VIII. ADJOURNMENT

There being no further business, motion (Olmstead), second (Sherwin), carried (unanimous) to adjourn the meeting at 7:10 p.m.

Respectfully submitted,

Ann K. Ziehe, Secretary