

MINUTES  
BENBROOK LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING  
(WORK SESSION)  
NOVEMBER 01, 2004  
Benbrook Public Library  
1065 Mercedes Street  
Benbrook, Texas 76126  
6:30 p.m.

**MEMBERS PRESENT:**

Manuel Gonzalez            Jean Sherwin  
Rick Heyser                 Ann Ziehe

**MEMBERS ABSENT:**

None

**ALSO PRESENT:** Michael Baldwin

Candidates scheduled to interview for vacant Trustee position:

Julie Bakke  
John Farres  
Jennie Blok  
Laurie MacGregor

**I. CALL TO ORDER**

**II. INTERVIEWS**

Each candidate was verified as eligible for the position and then interviewed by Trustees for approximately twenty minutes. Candidates also were given the opportunity to ask questions of the Board. (NO ACTION WAS TAKEN)

**III. ADJOURNMENT**

Respectfully submitted,

Ann K. Ziehe, Secretary

**MINUTES**  
**BENBROOK LIBRARY DISTRICT**  
**BOARD OF TRUSTEES MEETING**  
**NOVEMBER 08, 2004**  
Benbrook Public Library  
1065 Mercedes Street  
Benbrook, Texas 76126  
6:30 P. M.

**MEMBERS PRESENT:**

Manny Gonzalez	Jean Sherwin
Rick Heyser	Ann Ziehe

**MEMBERS ABSENT:**

None

**ALSO PRESENT:**

Mike Baldwin

**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 September 13, 2004 were distributed. Motion (Gonzalez), second (Sherwin), carried (unanimous) that the minutes be approved as distributed.

**IV. REPORTS**

**A. LIBRARY DIRECTOR**

Baldwin submitted the *Library Director's Report for October 2004*, in which he highlighted milestones and attainments of the Benbrook Public Library and activities of the staff during that month. The Library Director's monthly reports are available to the public in the Director's office at the Library. They are also available online at the District's website, [www.benbrooklibrary.org](http://www.benbrooklibrary.org), along with Board of Trustees meeting minutes and recent Treasurer's reports.

B. TREASURY REPORT

OCTOBER 2004 SUMMARY:

	Month:	Fiscal YTD:
Total Income	40,193.98	40,193.98
Total Expenses	35,600.71	35,600.71
Total Income - Total Expenses		4,593.27
Investment Interest	439.89	
Current Investment Balance		302,828.35
Current Checking Acct. Balance	50,746.76	
Curr. Invest. Bal. + Curr. Bank Bal.		353,575.11

C. INVESTMENT OFFICER, BOARD OF TRUSTEES

TEXPOOL INVESTMENT SUMMARY AS OF OCTOBER 31, 2004:

Beginning Balance	282,388.46
Total Deposits	20,000.00
Total Withdrawals	0.00
Total Monthly Interest	439.89
Current Balance	302,828.35
Earmarked as "Reserve Fund"	125,000.00
Earmarked for Building Expansion	177,828.35

VI. NEW BUSINESS

[Note: New Business was moved by consensus of the Board to this point in the meeting.]

Ziehe informed the Board that due to personal reasons she will be resigning as a Trustee and would present a letter of resignation to the Board at the next meeting.

V. OLD BUSINESS

A. LIBRARY FACILITY

The Building Committee met on October 25 and all members were present. The Committee considered the information presented in Baldwin's "Proposal for an Expansion of the Library" as well as various cost scenarios for different sizes of expansion. The Committee recommends proceeding with putting out a request for proposals to design/build a 3,000-4,000 square feet expansion to the Library building costing around \$500,000. The primary purpose of this addition will be for meeting space.

Motion (Sherwin), second (Gonzalez), carried (unanimous) to proceed with finding architects to offer proposals to design a meeting room of 3,000-4,000 square feet to be added to the Library facility.

B. VACANT TRUSTEE POSITION

The Board discussed how to proceed with filling what will now be two vacant Trustee positions. Motion (Heyser), second (Gonzalez), carried (unanimous) that, pending legal approval from the District's lawyer, the second Trustee be chosen from the applicants interviewed on November 01. Motion (Ziehe), second (Sherwin), carried (unanimous) to table the vote to fill the vacant Trustee position until the meeting called for 6 p.m. November 15. The Board agreed to meet at that time for the purpose of accepting the resignation of Ziehe and of voting on the choice of two new Trustees.

C. OTHER OLD BUSINESS

None

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

There were no members of the public in attendance.

VIII. ADJOURNMENT

There being no further business, motion (Ziehe), second (Sherwin), carried (unanimous) to adjourn the meeting at 7:38 p.m.

Respectfully submitted,

Ann K. Ziehe, Secretary