

MINUTES
BENBROOK LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
November 21, 2011

Benbrook Public Library
1065 Mercedes Street
Benbrook, Texas 76126
Work session at 5:45 Regular meeting at 6:00 P. M.

Members Present:

- Julie Bakke
- Rick Heyser
- Roy Baird
- Robert Christensen

Also Present:

- Mike Baldwin
- Steve Clegg
- Anita Mitchell

Absent

- Manny Gonzalez

I. CALL TO ORDER

The meeting was called to order at 6:00 p.m. A quorum was present and due notice was published.

II. Consideration of the minutes

The minutes of the meeting of the Board held October 24, 2011 were distributed. Motion (Christensen), second (Baird), carried (unanimous) that the minutes be approved as written

III. Executive session pursuant to Sec.551.074, government Code, Deliberation regarding Personnel Matters

The board entered executive session at 6:01 and exited at 6:45. No action was taken.

IV. Reports

- A. Library Director's Report of his business activities for the District during October 2011 described meetings attended, district business conducted and financial transactions.

Baldwin submitted the Library Director's Report for October 2011, in which he highlighted milestones and attainments of the Benbrook Public Library as well as activities of the staff. 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, along with Board of Trustees meeting minutes and recent Treasurer's report

- B. Investment Officer, Board of Trustees, Report of status for the District's investments as of October 31, 2011

TEXPOOL INVESTMENT SUMMARY AS OF October 31, 2011:

Beginning Balance	\$1,467,832.36
Total Deposits	\$20,000.00
Total Withdrawals	\$23,072.99
Total Monthly Interest	\$104.44
Current Balance	\$1,464,863.81
Earmarked as "Reserve Fund"	\$250,000.00
Earmarked for Building Expansion	\$1,214,863.81

- C. Treasurer, Board of Trustees, Report of financial status for the District as of October 31, 2011; including income, expenditures, bank statements and TexPool Account

October 2011 Summary:

	Month:	Fiscal YTD:
Total Income	\$91,939.68	\$91,939.68
Total Expenses	\$78,914.54	\$78,914.54
Total Income - Total Expenses	\$13,025.14	\$13,025.14
Investment Interest	\$104.44	
Current Investment Balance	\$1,464,863.81	
Current Checking Acct. Balance	\$24,720.81	
Curr. Invest. Bal. + Curr. Bank Bal	\$1,489,584.62	

- D. Report by Assistant Director on progress in renovation of Library Website

Steve gave us an update on his efforts. He has made some changes on the current site and is in discussions with web developers to look at improvements for the Library website.

V. Old Business

- A. Consider the background checks for staff, board and volunteers.

Discussion held. Tabled pending attorney input.

VI. New Business

- A. Consider the need for a record management policy, including library email accounts for Requested a draft for January meeting

- B. Approve annual audit quote from Kirk & Richardson for \$5500.00

Motion (Bakke) second (Baird) approved Unanimously to approve the quote from Richardson & Kirk for \$5500.00 for the annual financial audit.

- C. Consider an employee appraisal tool and policy

No action taken, requested an appraisal tool/policy/job descriptions for the January meeting.

- D. Consider a staff survey

No action taken. Requested to be presented at the January meeting.

- E. Consider a facility expansion plan

No action taken. To be presented at February meeting.

- F. Other new business

Next meeting will be January 16, 2012

VII. Public Comment

No public comment

VIII. ADJOURNMENT

Having no further business, motion (Baird), second (Christensen), carried (unanimously) to adjourn the meeting at 7:40 p.m.

Respectfully submitted,

Julie Bakke, Secretary