

**MINUTES**  
BENBROOK LIBRARY DISTRICT  
BOARD OF TRUSTEE MEETING  
November 19, 2018  
Benbrook Public Library  
1065 Mercedes Street  
Benbrook, Texas 76126  
Regular Meeting at 6:30 pm

Members Present: Roy "Corky" Baird; Robert Christensen; Carol Hafer; Anita Mitchell;  
Rachel Moore; Larry Vickers; Christina Watson

Also Present: Steve Clegg; Kathy Spencer (Notary Public)

**I. Call to order:**

Meeting was called to order by Robert Christensen at 6:30 pm.

**II. Approval of minutes:**

First order of business was approval of October 15, 2018 meeting minutes. Corky moved that minutes be accepted as is and Carol seconded the motion. All were in favor.

**III. Reports:**

A. Report by Library Director of notable activities. Steve explained status of the Blackburn Estate. The Estate is closed and the Independent Administrator of the Estate (Steve Clegg) is discharged. In addition, the ashes of Mrs. Blackburn have been scattered as specified.

Steve notified the board of activity surrounding the RFID project at the library. A selection was made from the bids received and a number of the companies involved requested the evaluation materials of all bids. Since this is a Freedom of Information Act issue, Steve consulted with law firm Taylor, Olson, Adkins, Sralla & Elam. All material involved has been given to the law firm and if anything has to be provided to the bidding companies, the law firm will do so.

B. Investment Officer, Corky reported a snapshot of investment funds at October 31, 2018. Also reported the Wells Fargo account has a balance of \$88K.

C. Carol Hafer gave the Treasurer's Report as of October 31, 2018 as follows:

Sales Tax	76,528.49
Grants	0.00
Fines and Misc. Revenues	2,061.38
Library Sales	1,086.34
Donation/Gift Revenues	11.96
Interest from Bank Accounts	35.98
Interest from TexPool	<u>2,127.76</u>
Total Income	81,851.91
Total Expenses	(122,228.87)
Net Income	(40,376.96)
Bank Adj'd Balance + TexPool	1,398,356.85

By way of explanation of the Net Income figure, Steve explained that the month of October included more than \$20K in subscription database renewals for the library's fiscal year.

No questions were forthcoming regarding the Treasurer's Report.

IV. **Old Business:** There was no old business to be discussed.

V. **New Business:**

- A. Steve explained that BLD has a relationship with Tarrant County election administration and an understanding with the City of Benbrook regarding elections. A canvassing report was sent to BLD by Tarrant County.
- B. Corky moved for acceptance of Resolution # FY2019-01 canvassing the returns and declaring the results of election held November 6, 2018. Anita seconded the motion. Motion carried.
- C. Newly elected trustees signed the Statement of Officer.
- D. The Oath of Office was administered to both elected trustees, Christina and Larry simultaneously by Kathy Spencer, BLD's Library Assistant/Volunteer Coordinator.
- E. Certificates of Election were issued and signed.
- F. Next order of business was election of Board Officers. Robert asked for a show of interest in the vacated offices of Vice-President/Treasurer and Secretary. Discussion ensued. Corky offered that he is willing to continue as Investment Officer, Robert will continue as President, and Rachel will assume the office of Vice President/Treasurer and Christina will become the Secretary.

Corky made motion that these Officers be accepted and Larry seconded.

- G. Next item for consideration is the Strategic Development Committee. For the benefit of the new trustees, Steve explained that this committee is overseeing the library's growth strategies. Discussion followed. Two prior trustees on the committee are Carol Hafer and Anita Mitchell and Rachel will also join.
- H. Other new business: Steve explained that BLD has a Microsoft Office 365 account for Trustee emails i.e. [president@benbrooklibrary.org](mailto:president@benbrooklibrary.org), [investmentofficer@benbrooklibrary.org](mailto:investmentofficer@benbrooklibrary.org), etc. In this way, all board members have input to the agenda. Steve will be sending meeting notifications and packets to trustees via this email group and will bcc their personal email addresses. So everyone should be aware that anything written in emails is discoverable and auditable. Microsoft guarantees the retention of our documents.

Robert broached the subject of whether to hold a December meeting. It was determined that a decision will be made as we get closer to the possible date in December.

Next subject was the use of Blackburn estate monies and gathering information on the possibilities. At last trustee meeting Miranda Bauer, Youth Services Librarian gave a presentation. It was decided that "Children's Literacy" will be the cause which estate monies will be used for. If any decisions need to be made in the next few weeks, Steve will contact the board.

Steve mentioned two upcoming seminars he would like to participate in: Election Law in Austin and the *Library Journal* Director's Summit meeting of US library directors, being held in San Diego. The board sees no reason why Steve should not attend these seminars.

Robert asked if there was any other questions or comments – and Corky interjected that the board appreciates the dedication and wisdom which Carol and Anita have brought to BLD's Board of Trustees. Robert seconded this comment and everyone discussed changes in the next couple of years for the library and for Benbrook.

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

VII. **Adjournment:** Motion to adjourn was made by Corky and seconded by Larry.