

MINUTES
BENBROOK LIBRARY DISTRICT
BOARD OF TRUSTEE MEETING
November 18, 2019
Benbrook Public Library
1065 Mercedes Street
Benbrook, Texas 76126
Regular Meeting at 6:30 pm

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

Also Present: Steve Clegg

I. Call to order:

Robert called regular meeting of BLD's Board of Trustees to order at 6:30 pm.

II. Public Comment:

First on the agenda was a call for Public Comment. There was no comment.

III. Approval of Meeting Minutes:

After pausing to look over the minutes, Rachel made motion to accept October 21st meeting minutes as is. Corky Baird seconded the motion and motion carried.

IV. Reports:

A. Report from Library Director began with Steve notifying trustees that the only additional item (not mentioned in the email he sent trustees) was the cost of a new print head for the poster printer.

Robert asked if there were any comments regarding the Director's report. There was none.

B. Investment Officer Report for October 2019 was given by Corky. BLD is still doing quite well and a new record was set for money from the state.

C. October Treasurer Report was given by Rachel as follows:

| | |
|--------------------------------|---------------------|
| Sales Tax | 121,914.69 |
| Grants/Donations/Gifts | 13.63 |
| Fines, Fees, and Misc. Revenue | 1,214.10 |
| Library Sales | 1,568.17 |
| Interest from Bank Accounts | 46.82 |
| Interest from TexPool | <u>1,941.48</u> |
| Total Income | 126,698.89 |
| Total Expenses | <u>(120,611.46)</u> |
| Net Income | 6,087.43 |
| Bank Adj'd Balance + TexPool | 1,453,103.50 |
| Bank Unreported Transactions | 84,540.94 |

(Shaded row in above table is not part of October Treasurer's report).

Robert asked if there were any questions or comments. There were none. Meeting proceeded.

V. **Old Business:** There was none.

VI. **New Business:**

- A. Installation of new members to Board of Trustees. Steve mentioned that there was no need for canvassing or members to be included on election ballot as there were three positions and three people responded.

For each incoming member, the oath was administered by Kathy Spencer.

Trustees then applauded Robert Christenson for his ten years of service to BLD. Robert said that he was proud of the consistency of the library Board of Trustees as they have never been wrapped up in personalities and agenda differences, but strive to keep library patrons first.

- B. Election of Officers. Christina nominated Carol Hafer for President and Rachel seconded the motion. All were in favor. Rachel made motion that all other positions remain as they are and Christina seconded the motion. Motion carried.

- C. Consider response to Children's Discovery Zone request for qualifications. Larry O'Flynn began by giving background info on himself and his partner Samit Patel. This small intimate park project fits their "wheelhouse" as they have completed a number of park designs in Fort Worth and other cities.

Mr. O'Flynn further explained that it's difficult to propose a cost this early in the process. He suggests the work be done in phases. Phase 1 would be conceptual design and a master plan. At Phase 2 he will share up to three concepts and then together he and the board will "boil it down" to one concept everyone is happy with.

Robert asked if the three concepts will be priced differently. Mr. O'Flynn responded that the variations will be in how they are laid out rather than cost. As for ballpark cost estimates – he would probably pull in contractors to give input if needed. Depending on size of project he may depend on people he knows are reputable. At this point, Robert asked “So you also project manage?” Mr. O'Flynn replied that there will not be a need to pay them to do that. However, he will help select the best contractor who bids on the job and he will check on the contractor and offer advice.

Mr. O'Flynn also recommended that a topographic survey be done on the property from the back of the library north. It's approximately \$2,200 to get this done.

Further discussion ensued regarding the parking lot, a gazebo, and the logistics of light poles and the dumpster. The next step would be for the board to review Mr. O'Flynn's final proposal -- \$10,000 and \$2,200 for the survey. The formal proposal will have terms and conditions and a signature page and include the aforementioned pricing.

Carol Hafer offered that the board will let him know as soon as possible. Trustees agreed that they'll meet again on December 16th. Mr. O'Flynn was thanked for his attendance and the proposal.

At this point Corky mentioned the land behind the bank. Carol asked about the amount of money discussed for the project. Discussion followed regarding possible funding.

- D. Consider raising Benbrook Library's block limit. After explanations and discussion the board decided on a limit of \$50 for charges to patrons.
- E. Consider holiday hours adjustment. Steve explained that this is not a permanent change, but an adjustment for the holidays. Everyone was in agreement for the library to close at 5 pm on November 27th and December 23rd.
- F. There was no further new business.

VII. Adjournment.

Carol asked if there was any further New Business or Public Comment or questions.

There being no further comments, Christina moved that the meeting be adjourned and Larry seconded the motion. All agreed.

Reviewed/Corrected/Approved
Christina Watson, Board Secretary