

**MINUTES
BENBROOK LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
OCTOBER 02, 2000**

Benbrook Senior Citizens Center
1010 Mercedes Street
Benbrook, Texas 76126
7:00 P. M.

MEMBERS PRESENT:

Manny Gonzalez	Jean Sherwin
Rick Heyser	Ann Ziehe
Roxanne Hoyt	

MEMBERS ABSENT:

None

ALSO PRESENT:

Mike Baldwin	Carroll Larson
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I. CALL TO ORDER

The meeting was called to order at 7:00 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 11, 2000 were distributed. Motion(Hoyt), second (Gonzalez), carried (four in favor, one abstention: Sherwin) that the minutes be approved as amended. The correction was to Item VA1 to reflect that Baldwin, not all three committee members, opened the loan proposal bids.

IV. REPORTS

A. DIRECTOR

Baldwin submitted the *Library Director's Report for October, 2000* which listed these activities:

>Contacted: local lawn sprinkler and security system companies for estimates, Eunice Brogdon of International

City Managers Assoc. Retirement Corp. for information about retirement plans for the District, and Boyd London of First Southwest Company regarding a proposal to act as financial advisor to the District.

- >Attended: a PLANT meeting on library job classifications (was elected its Secretary) and an NTRLS System assembly meeting.
- >Regarding loan proposals: held a public meeting to open the five proposals, did spread sheet analysis, met with Hoyt and Ragsdale to evaluate them, notified Wells Fargo Bank that its proposal had been approved by the Board and faxed them additional information about the District.
- >Met with: Hoyt and Angela Link from Texas Workforce Commission to discuss reporting of District personnel information, and Fred Winkleman to order shelving and to discuss furniture needs for the new library.
- >Completed and sent reports on the first year Establishment Grant and the TIF Grant.
- >Wrote a recommendation on library automation for the District.

B. TREASURER'S REPORT

1. September, 2000 (Summary): YTD Totals:

Beginning Balance	\$232,360.83	
Total Deposits*	33,718.89	348,888.51
Total Expenses	11,288.23	95,337.86
Ending Balance	\$254,791.49	

2. Included in the "Total Deposits" was \$200.00 which was a donation intended for the Friends and therefore will be tendered to them.

3. The ending balance reflects the *actual* balance at the end of the District's fiscal year (a *10 month* period due to having started to receive sales tax funds in December, 1999).

V. OLD BUSINESS

A. ACCEPTING THE LOAN CONTRACT

1. *Contract from Wells Fargo Received* - Baldwin faxed the contract to Betsy Elam, the District's new attorney. She contacted Baldwin by telephone [today] October 2, stating

that she had problems with it, which she will be in discussion with Wells Fargo to work out.

2. *Motion* - Motion (Heyser), second (Ziehe), carried (unanimous) to table this item. To avoid further delay, the Board should meet in quorum to accept the contract as soon as Elam advises that the difficulties have been rectified.

B. APPROVAL OF EXPENSES FOR NEW LIBRARY FACILITY

1. *Furniture* - Motion (Sherwin), second (Hoyt), carried (unanimous) to accept the bid by International Library Furniture as low bidder.
2. *Security System* - Motion (Ziehe), second (Gonzalez), carried (unanimous) to accept the bid by EBM, Inc. for installation of a security system for the Library.
3. *Sprinklers* - Motion (Sherwin), second (Gonzalez), carried (unanimous) to table. Baldwin will request bids from additional companies.
4. *Other Expenses* - Shelving has been ordered. The carpeting remains a tabled item and will be on the agenda in future.

C. OTHER OLD BUSINESS

Sherwin attended a meeting of the EDC Board to discuss the District's incorporation of the City of Benbrook's trademarked logo in the BLD logo. The City and the EDC are amiable toward the Board's intentions, but would like to see an official rendering (it should also incorporate the "circle" behind the sails), which could be voted on for approval. The Board should then trademark the District's logo.

VI. NEW BUSINESS

A. DISTRICT FINANCIAL ADVISOR

Boyd London of First Southwest Corporation will send to the District a proposal for service in this capacity.

B. AUTOMATION RECOMMENDATION

Motion (Sherwin), second (Hoyt), carried (unanimous) to table this item pending gathering of further information about the various possibilities.

C. LIBRARY DIRECTOR EVALUATION FORMAT

Heyser presented to the Board a draft copy of the Director's Annual Evaluation document. He requested comments and feedback before finalizing the format.

D. LIBRARY MEETING AREA

1. *Space* - Baldwin will work with the Building Committee to identify which area in the new Library will best serve as a meeting area.
2. *Policies* - The Board will formulate policies for the use of the Library for meetings.

E. LIBRARY PAYROLL PROCEDURES

Since the District is a separate entity from the City, all reporting on state and federal-related matters (such as payroll, unemployment and social security withholding) must be done separately, not through City of Benbrook resources, as it is now. The District will have its own ID number. This will probably necessitate contracting with an accountant, rather than being handled by a volunteer or Library staff person.

F. LIBRARY BUILDING INSURANCE

Baldwin presented a comparison of the cost of the District's current building and contents coverage (\$744 through the Lewis Henderson Agency) with a proposal from the Texas Municipal League Intergovernmental Risk Pool for identical coverage (\$354). Motion (Sherwin), second (Gonzalez), carried (unanimous) to accept the TML proposal for insurance covering both buildings [coverage will overlap for a time on the current "old" building and the "new" building].

G. LIBRARY MOVE

The City is anxious for the Library to move so that the property currently housing the Library can be sold. The target date for moving into the new Library building will be

by the end of January. Since there have been many offers to help with the move, it should be able to be accomplished with volunteer labor.

H. LIBRARY MISSION STATEMENT

Baldwin will gather information related to formulating a Benbrook Library mission statement for the Board to consider.

I. OTHER NEW BUSINESS

1. *The Friends of the Benbrook Library* - will meet October 03. Items to be discussed include plans for the Volunteer Appreciation Dinner and the Library Open House.
2. *Request for Volunteers* - A request for Benbrook Library volunteers has been posted in the Western Hills High School Library. Sherwin has spoken with some members of the community about helping with a fund-raiser that could possibly be a joint effort between the Friends and community.

VII. PUBLIC COMMENT

Carroll Larson commended the Board on its continuing efforts.

VIII. ADJOURNMENT

There being no further business, Board President Heyser adjourned the meeting at 8:45 p.m.

Respectfully submitted,

Ann K. Ziehe, Secretary