

MINUTES
BENBROOK LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
OCTOBER 08, 2001
Benbrook Public Library
1065 Mercedes Street
Benbrook, Texas 76126
6:30 P. M.

MEMBERS PRESENT:

Manny Gonzalez	Jean Sherwin
Rick Heyser	Ann Ziehe
Bob Olmstead	

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 10, 2001 were distributed. Motion (Gonzalez), second (Olmstead), carried (unanimous) that the minutes be approved with grammatical corrections to be made.

IV. REPORTS

A. DIRECTOR

Baldwin submitted the *Library Director's Report for September, 2001* which listed, in part, these activities:

>Attended meetings of PLANT and NTRLS and training for MetroPac (along with staff).

- >Wrote and submitted reports for TIF and Establishment Grants; submitted forms for eligibility in TexShare program.
- >Finalized implementation of MetroPac System.
- >Compiled the text of American historical documents and songs for a brochure to be published and distributed by PLANT libraries as a response to the events of September 11.
- >Wrote analyses requested by the Board of personnel costs by individual, group insurance rates for the District, and library output statistics from 1999/00 fiscal year to 2000/01.

B. TREASURER

1. September, 2001 (Summary):	Fiscal YTD:
Total Assets	0.00 817,969.49
Total Revenues	36,027.73 535,471.85
Total Expenditures	22,591.84 400,802.20
Assets + Revenues - Expenditures	13,435.89 952,639.14
Liquid Asset Surplus*	13,435.89 389,456.14

*Subtracts value of building & land

- 2. The Treasurer's Report is in the process of being revised and reformatted.

C. INVESTMENT OFFICER

The District's TexPool investment account showed a balance of \$300,977.06 on September 30, 2001, reflecting a deposit of \$200,000 on September 19 and a gain of \$491.32 in interest for the month. Of the total, the Board has earmarked \$125,000 as a "Reserve Fund", and funds over that amount (currently \$175,975.06) will be designated for building expansion.

V. OLD BUSINESS

A. BENBROOK LIBRARY DISTRICT BYLAWS

- 1. *Attorney's Review* - Betsy Elam reviewed the proposed changes to the bylaws and offered comments and recommendations in a letter dated October 4, 2001. These will be incorporated into the final revision.
- 2. *Motion* - Motion (Sherwin), second (Gonzalez) that the Board accept the revision to the Bylaws with the exception noted by our attorney.

B. OTHER OLD BUSINESS

None.

VI. NEW BUSINESS

A. LIBRARY SIGN

The Board requested that the Director investigate and report on possibilities for obtaining a permanent, lighted sign for the Library to be placed on Library property facing and visible from Winscott Road.

B. EMPLOYEE INSURANCE

Aetna's insurance rates for Library employees have increased. Copay amounts for physician office visits, hospitalization, emergency room treatment and surgery have increased as well. Baldwin will look further into this matter and make a formal recommendation to the Board at the next meeting so that a budgetary decision can be made. He will also look into the possibility of joining with City and Water and Sewer Authority employees to form a larger enrollment pool to reduce costs.

C. OTHER NEW BUSINESS

None.

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

There were no comments.

VIII. EXECUTIVE SESSION PURSUANT TO SEC. 551.074, GOVERNMENT CODE, DELIBERATION REGARDING PERSONNEL MATTERS: LIBRARY DIRECTOR'S EVALUATION

The Board went into Executive Session at 7:20 p.m. and came out of this session at 7:53 p.m. No action was taken.

IX. LIBRARY DIRECTOR'S EVALUATION

Motion (Heyser), second (Olmstead), carried (unanimous) that the Board commend Mike Baldwin for his excellent service to the citizens of Benbrook; that it be noted that the Board gave him an "Excellent" rating on his evaluation; and that the pay increase that the Director received in his ongoing contract with the Board is also to be noted.

X. ADJOURNMENT

There being no further business, motion (Sherwin), second (Gonzalez), carried (unanimous) to adjourn the meeting at 7:56 p.m.

Respectfully submitted,

Ann K. Ziehe, Secretary
