

MINUTES
BENBROOK LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
OCTOBER 13, 2003
Benbrook Public Library
1065 Mercedes Street
Benbrook, Texas 76126
6:30 P. M.

MEMBERS PRESENT:

Manny Gonzalez	Jean Sherwin
Rick Heyser	Ann Ziehe

MEMBERS ABSENT:

Bob Olmstead

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 (DATE) were distributed. Motion (Gonzalez), second (Sherwin), carried (unanimous) that the minutes be approved as distributed.

IV. REPORTS

A. LIBRARY DIRECTOR

Baldwin submitted the *Library Director's Report for September, 2003*, in which he highlighted milestones and attainments of the Benbrook Public Library and activities of the staff during the month of September. 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 reports.

B. TREASURER, BOARD OF TRUSTEES

SEPTEMBER, 2003 SUMMARY:

	Month:	Fiscal YTD:
Total Income	40,281.35	483,955.04
Total Expenses	18,140.54	402,076.76
Total Income - Total Expenses		81,878.28
Investment Interest	468.03	4,673.36
Current Investment Balance		571,491.83
Current Checking Acct. Balance	44,925.44	
Curr. Invest. Bal. + Curr. Bank Bal.		616,417.27

C. INVESTMENT OFFICER, BOARD OF TRUSTEES

TEXPOOL INVESTMENT SUMMARY AS OF SEPTEMBER, 2003:

Beginning Balance	551,023.80
Total Deposits	20,000.00
Total Withdrawals	0.00
Total Monthly Interest	468.03
Current Balance	571,491.83
Earmarked as "Reserve Fund"	125,000.00
Earmarked for Building Expansion	446,491.83

V. OLD BUSINESS

A. FUND RAISING

As a follow-up to the marketing report commissioned by the Board, Sherwin presented several tentative options for trustees and staff to work in conjunction with the Friends of the BPL to raise funds for building expansion. She suggested that a possible goal might be an amount equal to \$10 per Benbrook resident. Also, the Board reviewed charts analyzing Benbrook 2002 sales tax revenue and comparing Benbrook sales tax revenues in 2002 to that of other North Texas cities with populations from 20,000 to 25,000. No action was taken.

B. OTHER OLD BUSINESS

None.

along with Board of Trustees meeting minutes and recent Treasurer's reports.

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B. OTHER OLD BUSINESS

None.

VI. NEW BUSINESS

A. AMEND THE FY 2002-2003 FISCAL YEAR BUDGET

Baldwin presented a recommendation to amend the current fiscal year budget to adjust for minor discrepancies in the Retirement and Building Repair budget codes. These discrepancies will be eliminated in future budgets. Motion (Sherwin), second (Ziehe), carried (unanimous) to amend the 2002-2003 fiscal year budget according to the Director's recommendation.

B. AMEND THE FY 2003-2004 FISCAL YEAR BUDGET

Baldwin presented the *Director's Proposal for Budget Amendment for purchase of the business database Reference USA to be effective October, 2003*. Reference USA is an advanced technology comprehensive database of nearly 12 million businesses. Following discussion of the benefits of the database to citizens of Benbrook, particularly businesspersons, motion (Ziehe), second (Sherwin), carried (unanimous) to allocate \$4,000 from the Audio Visual or Books budget codes (at the discretion of the Director) to purchase the database.

C. OTHER NEW BUSINESS

The Board expects to hear soon from the District's auditor concerning beginning this year's annual audit.

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

There were no members of the public in attendance.

VIII. ADJOURNMENT

There being no further business, motion (Gonzalez), second (Sherwin), carried (unanimous) to adjourn the meeting at 7:05 p.m.

Respectfully submitted,

Ann K. Ziehe, Secretary

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BOARD OF TRUSTEES MEETING
OCTOBER 27, 2003

Benbrook Public Library
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Benbrook, Texas 76126
6:30 P. M.

MEMBERS PRESENT:

Rick Heyser

Jean Sherwin
Ann Ziehe

MEMBERS ABSENT:

Manny Gonzalez

Bob Olmstead

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. NEW BUSINESS

A. APPROVE A CONTRACT FOR AN AUDITOR

Following brief discussion of the increased cost of the District's annual audit due to new requirements by the State of Texas: motion (Sherwin), second (Ziehe), carried (unanimous) to accept the contract as written in the *BENBROOK LIBRARY DISTRICT PROPOSAL FOR ANNUAL AUDIT--FISCAL YEAR 2003* with Kirk & Richardson, P.C., Certified Public Accountants.

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

There were no members of the public in attendance.

IV. ADJOURNMENT

There being no further business, motion (Ziehe), second (Sherwin), carried (unanimous) to adjourn the meeting at 6:35 p.m.

Respectfully submitted,

Ann K. Ziehe, Secretary