

MINUTES
BENBROOK LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
OCTOBER 11, 2004
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:

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 13, 2004 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 2004*, in which he highlighted milestones and attainments of the Benbrook Public Library and activities of the staff during that month. 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, 2004 SUMMARY:

	Month:	Fiscal YTD:
Total Income	42,651.67	529,488.99
Total Expenses	20,367.20	372,560.36
Total Income - Total Expenses		156,928.63
Investment Interest	357.55	
Current Investment Balance		282,388.46
Current Checking Acct. Balance	66,098.69	
Curr. Invest. Bal. + Curr. Bank Bal.		348,487.15

C. INVESTMENT OFFICER, BOARD OF TRUSTEES

TEXPOOL INVESTMENT SUMMARY AS OF SEPTEMBER 30, 2004:

Beginning Balance	282,030.91
Total Deposits	0.00
Total Withdrawals	0.00
Total Monthly Interest	357.55
Current Balance	282,388.46
Earmarked as "Reserve Fund"	125,000.00
Earmarked for Building Expansion	157,388.46

V. OLD BUSINESS

A. AMEND THE FY 2003-2004 FISCAL YEAR BUDGET

Baldwin presented his *Budget Adjustment Recommendation for September, 2004* stating the need for additions to ten budget items to be covered by corresponding reductions to ten budget items. Motion (Sherwin), second (Ziehe), carried (unanimous) to amend the budget as reflected in this document.

B. FY 2004-2005 BUDGET

The Director presented the *BENBROOK LIBRARY DISTRICT PROPOSED BUDGET FOR FISCAL YEAR 2004-05 With a General Salary Increase of 3% As Adopted by the Board on September 13, 2004*. The Board reviewed this document as presented.

C. LIBRARY FACILITY

The Building Committee will meet on October 25. All members have indicated that they plan to attend. Current members are Jean Sherwin, Michael Baldwin, Dave Gattis, Kelvin Mullins and Dave Wasson.

D. OTHER OLD BUSINESS

None

VI. NEW BUSINESS

A. VACANT TRUSTEE POSITION

The Board requested that Baldwin publicize the request for applications for this position in the Benbrook News and on the City's cable channel. Deadline for applications will be October 31. A work session of the Board will be scheduled for the purpose of interviewing applicants; no action will be taken at that time. Choice of applicant will be made in Executive Session during the Board's regular meeting on November 08.

B. OTHER NEW BUSINESS

None

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 (Ziehe), second (Gonzalez), carried (unanimous) to adjourn the meeting at 6:55 p.m.

Respectfully submitted,

Ann K. Ziehe, Secretary