

**MINUTES**  
**BENBROOK LIBRARY DISTRICT**  
**BOARD OF TRUSTEE MEETING**  
October 16, 2017

Benbrook Public Library  
1065 Mercedes Street  
Benbrook, Texas 76126  
Regular Meeting at 6:30 pm

Members Present: Roy "Corky" Baird; Rachel Dillard; Anita Mitchell

Also Present: Steve Clegg

I. Call to order:

The meeting was called to order at 6:34 p.m. by Anita Mitchell.

II. Revised Agenda:

- A. This Trustee meeting had two guests from the Benbrook Water Authority (BWA) so it was decided the guests would speak first.

Dave Wasson, General Manager and David Smith Asst. GM of BWA began their proposal to Benbrook Library District explaining a Master Plan Update which entails anticipated growth in Benbrook and a Capital Improvement Program. Dave further explained that Benbrook needs a new elevated 500K gallon water tank. BWA would like the library district to consider selling the land north of the library parking lot. Also discussed was the amount of space required during construction including fencing the area, concrete base, steel "bowl" and a temporary easement.

As there were only three board members present it isn't possible to move forward at this time, so Misters Lawson and Smith were asked to come back for the December Trustee Meeting.

III. Meeting Minutes:

- A. It was decided that approval of previous months' minutes will be tabled till next meeting.

IV. New Business:

- A. Passing of Kathy Ledford

Kathy's husband suggested that the Benbrook Library be named for Kathy. There's also a possibility of dedicating a tree planted near the library.

As there's no contingency plan in place to hire an Administrative Assistant, Library Director suggests hiring from an agency on a temp to hire basis for expediency.

B. Insurance claims:

Through TML claims will be filed for each item sustaining damage during the power spike previously discussed.

V. Reports

A. Investment officer, Board of Trustees, report of status of the district's investments and TexPool statement as of September 30, 2017:

1,249,561.57	TexPool Beginning Balance Brought Forward
1,042.63	Total Monthly Interest
1,250,604.20	Current Balance
250,000.00	Reserve Fund
1,000,604.20	Building Fund
1,385,145.34	Total Adjusted Balance

B. Treasurer, Board of Trustees, report of financial status of the district as of September 30, 2017 was presented by Steve:

\$ 84,568.65	Sales tax
2,385.22	Fines, Fees, Royalties, and Gifts
452.00	Concession Income
364.14	MakerSpace Income
3.62	Interest from Bank Accounts
\$ 1,042.63	Interest from TexPool
(93,889.10)	Expenses
(5,072.84)	Net Income

Motion to accept Investment and Treasurer Reports for September 30, 2017 was made by Rachel and seconded by Corky. Motion carried unanimously.

VI. Old Business

A. Transfer of surplus property to Friends of the Fort Worth Library. A detailed list, including perceived value will be provided for November meeting. The issue was tabled pending completion of this list.

VII. Other New Business discussion items:

- A. Book Sale - November 18, 2017. Library staff will be working on set up Friday evening November 17th.
- B. Formal request was made for an additional account with Pinnacle Bank. (Copy of proposal sent to auditors). Steve explained the need for this additional account and a debit card whenever library staff attend TLA and other events. The account will require two signatures of board members. Corky made the motion approving a second account at Pinnacle Bank and the motion passed unanimously.
- C. Purchase of adult public computers.

Steve explained that this equipment (12 PCs and 9 power management systems) will be commercial grade purchased from state approved vendor, CDW. These PCs will cost \$16,200, will last a minimum of five years, and has been provisioned in the budget. Corky moved that the library district move ahead with the discussed purchase. Motion carried unanimously.

- D. Maker Space Assistant

After discussion, Corky moved that the board authorize search and hiring of Maker Space Assistant as discussed. Motion passed unanimously.

VIII. Adjournment at 7:45 pm.

As there was no public comment, Corky moved that we adjourn and Rachel seconded it.