

MINUTES
BENBROOK LIBRARY DISTRICT
BOARD OF TRUSTEE MEETING
October 15, 2018
Benbrook Public Library
1065 Mercedes Street
Benbrook, Texas 76126
Regular Meeting at 6:30 pm

Members Present: Roy "Corky" Baird; Robert Christensen; Carol Hafer; Anita Mitchell; Rachel Moore

Also Present: Steve Clegg, Miranda Bauer, and Christina Watson

I. Call to order:

Meeting was called to order by Robert Christensen at 6:30 pm.

II. Approval of minutes:

First order of business was approval of September 17, 2018 meeting minutes. Corky moved that minutes be accepted as is and Anita seconded the motion. Motion carried.

III. Reports:

A. Report by Library Director of notable activities. Steve described plans to install ceiling fans in each of the conference rooms, which requires reconfiguring the lighting in the smaller room. Steve also notified the board that the lighting in the meeting room has been repaired.

Steve explained that RFID vendors were asked follow-up questions and were requested to provide a best and final offer bid. At the time of the meeting three of five vendors submitted responses.

B. Investment Officer, Corky reported a snapshot of September investment funds. Also reported the October allocation received from the comptroller's office is \$76,528.49.

C. Carol Hafer gave the Treasurer's Report as of August 31, 2018 as follows:

Sales Tax	118,625.06
Grants/Donations/Gifts	0.00
Fines, Fees, Royalties	1,501.25
Concession Income	516.00
MakerSpace Income	441.53
Interest from Bank Accounts	25.83
Interest from TexPool	1,913.29
Total Income	123,022.96
Total Expenses	(87,097.70)
Net Income	106,382.84
Bank Adj'd Balance + TexPool	1,407,053.61

No questions were forthcoming regarding the Treasurer's Report.

IV. **Old Business:**

A. There was no old business discussed

V. **New Business:**

A. Presentation by Youth Services Librarian Miranda Bauer regarding strategies for apply the Betty Ruth Blackburn Estate towards youth services. Miranda described three categories (children, tweens, and young adult) and ideas for each of these groups. Smaller projects include the establishment of a STEM cart, featuring electronics kits, and a ready deployable bank of computers for structured learning activities. The smaller projects will proceed and the large project is moving into development may involve applying for matching grants.

B. Consider appointment of individuals to the Strategic Planning Committee. Steve provided excerpts from the library district's bylaws and local government code describing the authorization to appoint individuals to committees to work on behalf of the library. This was in response to board members who may leave the board but wish to continue serving on established committee(s). No further action was taken.

C. Consider resolution to adjust the FY2018 budget. Steve suggested to table this item as the financial statements had just been issued late this afternoon. No further action was taken.

D. Consider Investment Policy for FY2019. Rachel moved to accept the investment policy as revised to correct clerical errors and Anita seconded and the motion carried.

E. Consider creating a temporary position for a part-time Library Page. Steve explained that the amount of books to be re-shelved often outpaces the volunteer staff's availability and often relies on remaining staff to address the need. In light of the upcoming RFID implementation, it was recommended to hire an individual to free up staff to work in the implementation. The position would be reviewed after six month and twelve month intervals to determine continued viability. It is anticipated the RFID project would result in fewer demands on regular staff and the need for the page would diminish. Carol made a motion to hire a temporary part-time library page and Corky seconded. Motion carried.

F. Consideration project to increase parking lot illumination. Steve described the project to replace incandescent light bulbs in the light poles with LED units and add two fixtures to the lighting pole at the north end of the building to improve the illumination of the parking lot and approaches to the north entrance. The project cost is below the threshold for library board approval and was shared in order to solicit feedback. The project will proceed as presented.

G. Other new business: There was no new business

VI. **Public Comment.** There was no public comment.

VII. **Adjournment:** There being no further business Corky moved that meeting be adjourned. All agreed unanimously.