

**MINUTES
BENBROOK LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
SEPTEMBER 10, 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 August 13, 2001 were distributed. Motion (Sherwin), second (Olmstead), carried (unanimous) that the minutes be approved as distributed.

IV. REPORTS

A. DIRECTOR

Baldwin submitted the *Library Director's Report for August, 2001* which listed these activities (summary):

>Per the Board's request: inquired regarding annual audit; gathered information on loan repayment and insurance contract; formulated Director's goals for fiscal 2002

- >Participated in activities pertaining to MetroPac and the TexShare Card Program
- >Completed Budget Proposal and revamping of Treasurer's Monthly Report
- >Attended meetings of PLANT and NTRLS (appointed to NTRLS Continuing Education Planning Committee)
- >Various public relations activities (website, Star-Telegram)

B. TREASURER

1. August, 2001 (Summary):		Fiscal YTD:
Total Assets	0.00	937,786.40
Total Revenues	46,893.60	499,113.71
Total Expenditures	30,383.07	378,210.36
Assets + Revenues - Expenditures	16,510.53	1,058,689.75
Liquid Asset Surplus*	16,510.53	495,506.75

*Subtracts value of building & land

- 2. This summary of the Treasurer's reflects its new format.

C. INVESTMENT OFFICER

The new TexPool account gained \$330.41 in August (at 5.4%), and \$485.74 to date.

V. OLD BUSINESS

A. FY 2002 Budget

1. *Changes* - Changes were indicated in *Salaries* and in *Books* (now includes funds from grants and funds raised by the Friends), and normal expenditures were updated.
2. *Budget Format* - The Board requested that Baldwin in future present both a summary budget and a detailed budget (showing for example individual salaries).
3. *Early Repayment of Loan and Alternatives* - Inquiry into early repayment of the loan showed that this is not possible without substantial penalty. Therefore, the Board will now consider earmarking portions of the surplus funds deposited into the TexPool investment account as a "building fund" and as an "emergency fund", rather than for use to prepay the loan.

4. *Planning Toward Building* - The Board should begin now to formulate a master plan and a timeline. The Director will look into information available through NTRLS and other sources pertaining to planning for future building.
5. *Motion* - Motion (Heyser), second (Gonzalez), carried (unanimous) that the "Reserve Fund" be capped at \$125,000.00, that any amount over \$125,000.00 be designated as the "Building Fund", that \$200,000.00 be transferred from the District's checking account to the TexPool investment fund, and that the *Benbrook Library District Proposed Budget Allocations for Fiscal 2001 - 2002* be adopted with the addition of a cover page showing the revenue sources and the general expenditures of those sources.

B. BENBROOK LIBRARY DISTRICT BYLAWS

Heyser will submit the draft of the revised bylaws to the Board's attorney for review prior to presenting them to the Board for adoption.

C. LIBRARY DIRECTOR EVALUATION

A finalized version of the Director's Evaluation form will be emailed to each Board member for completion, and responses should be returned to Heyser for compilation prior to the October 8, 2001 meeting. This will be presented to Baldwin in a formal annual evaluation in Executive Session at that meeting.

D. OTHER OLD BUSINESS

Modifications to the sign on the building to include the District's logo have not been completed. Baldwin will check on this. The "old building" will be bulldozed down soon, according to city sources. Baldwin will also check on moving the state highway signs directing people to the Library.

VI. NEW BUSINESS

A. TEX-SHARE PROGRAM

Motion (Ziehe), second (Gonzalez), carried (unanimous) that the Board eliminate the Library's non-resident fee and that the Library join the TexShare card program in order to receive the maximum amount of direct aid funding.

B. OTHER NEW BUSINESS

None.

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

No members of the general public attended the meeting.

VIII. ADJOURNMENT

There being no further business, motion (Olmstead), second (Sherwin), carried (unanimous) to adjourn the meeting at 7:45 p.m.

Respectfully submitted,

Ann K. Ziehe, Secretary
