

MINUTES
BENBROOK LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
SEPTEMBER 09, 2002
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 12, 2002 were distributed. Motion (Gonzalez), second (Olmstead), carried (unanimous) that the minutes be approved as distributed.

IV. REPORTS

A. LIBRARY DIRECTOR

Baldwin submitted the *Library Director's Report for August, 2002*, in which he highlighted milestones and attainments of the Benbrook Public Library during the month of August. The Library Director's monthly reports are available to the public in the Director's office at the Library.

B. TREASURER, BOARD OF TRUSTEES

1. AUGUST, 2002 SUMMARY:

	Month:	Fiscal YTD:
Total Income	49,174.70	521,186.43
Total Expenses	24,737.92	420,073.17
Total Income - Total Expenses		101,113.26
Investment Interest	662.36	
Current Investment Balance		417,501.48
Current Checking Acct. Balance	81,617.30	
Curr. Invest. Bal. + Curr. Bank Bal.		499,118.78

2. \$26,000 will be moved from the checking account to the TexPool investment account.

C. INVESTMENT OFFICER, BOARD OF TRUSTEES

TEXPOOL INVESTMENT SUMMARY AS OF (DATE):

Beginning Balance	416,839.12
Total Deposits	0.00
Total Withdrawals	0.00
Total Monthly Interest	662.36
Current Balance	417,501.48
Earmarked as "Reserve Fund"	125,000.00
Earmarked for Building Expansion	292,501.80

V. OLD BUSINESS

A. FY 2002-2003 BUDGET

Motion (Olmstead), second (Ziehe), carried (unanimous) to approve the FY 2002-2003 Budget as presented.

B. WEBSITE LINKS POLICY

Motion (Ziehe), second (Gonzalez), carried (unanimous) to approve the Benbrook Public Library Website Link Policy as presented by the Director.

C. OTHER OLD BUSINESS

None.

VI. NEW BUSINESS

A. STORAGE BUILDING

This issue was sent to the Building Committee for a recommendation.

B. ACCOUNTING SERVICES CONTRACT

The Director recommended continuing to retain the accounting services of Ed Pennington and increasing the salary paid to him to be commensurate with the actual amount of time and effort he puts into these services. Motion (Ziehe), second (Olmstead), carried (unanimous) to accept the bookkeeping contract as presented by the Director with an increase in pay to \$300 per month.

C. OTHER NEW BUSINESS

1. *Requested Items* - Per the Board's request, Baldwin presented copies of the Library Staff Job Descriptions and Annual Performance Evaluation forms and the Minutes of the Texas Public Library Districts meeting at Westbank on July 22, 2002.
2. *Funding* - Baldwin presented a copy of his grant request to NTRLs and his letter to State Senator Mike Moncrief in support of continuation of funding of improvements to public library telecommunications through grants from the Telecommunications Infrastructure Fund (TIF).
3. *Computers* - Due to lack of space, another computer for the children's area of the Library will not be purchased, but new software for children will be installed on the current computer. Another computer will be purchased and installed at the circulation desk due to increased patronage.

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

There were no members of the public in attendance.

IX. ADJOURNMENT

There being no further business, motion (Olmstead), second (Gonzalez), carried (unanimous) to adjourn the meeting at 7:04 p.m.

Respectfully submitted,

Ann K. Ziehe, Secretary