

MINUTES  
BENBROOK LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING  
SEPTEMBER 08, 2003  
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	Gary Hankins
Youhanna Fares	Carroll Larson
Ann Powder	

**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 11, 2003 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, 2003*, in which he highlighted milestones and attainments of the Benbrook Public Library and activities of the staff during the month of August. 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](http://www.benbrooklibrary.org),

along with Board of Trustees meeting minutes and recent Treasurer's reports.

B. TREASURER, BOARD OF TRUSTEES

AUGUST, 2003 SUMMARY:

	Month:	Fiscal YTD:
Total Income	49,515.92	443,673.69
Total Expenses	20,402.00	383,936.22
Total Income - Total Expenses		59,737.47
Investment Interest	469.85	
Current Investment Balance		551,023.81
Current Checking Acct. Balance	47,851.17	
Curr. Invest. Bal. + Curr. Bank Bal.		598,874.98

C. INVESTMENT OFFICER, BOARD OF TRUSTEES

TEXPOOL INVESTMENT SUMMARY AS OF (DATE):

Beginning Balance	526,898.95
Total Deposits	0.00
Total Withdrawals	0.00
Total Monthly Interest	469.85
Current Balance	551,023.80
Earmarked as "Reserve Fund"	125,000.00
Earmarked for Building Expansion	426,023.80

V. OLD BUSINESS

A. AMEND BUDGET

No amendment of the budget was needed at this time.

B. ADOPT THE FY 2003-2004 LIBRARY DISTRICT BUDGET

Having received and reviewed input from Library staff, the Board discussed five budget options presented by the Director:

BENBROOK LIBRARY DISTRICT PROPOSED BUDGET FOR FY 2003-2004

- (A) with no salary increase and no added staff
- (B) with no salary increase and adding one half-time clerk
- (C) with 3% salary increase and current staff only
- (D) with 3% salary increase and adding one half-time clerk
- (E) with 2% salary increase and adding one half-time clerk in January, 2004

Motion (Olmstead), second (Ziehe), carried [four in favor, one (Sherwin) opposed], to go forward with Budget Option E.

C. APPROVE A CONTRACT WITH THE LIBRARY DIRECTOR

In order to further review the Director's contract for possible needed revisions, motion (Heyser), second (Gonzalez), carried (unanimous) to table consideration of the contract until a meeting, open to the public, called for September 29 at 6:30 p.m. at the Library.

D. OTHER OLD BUSINESS

None.

VI. NEW BUSINESS

None.

VII. PUBLIC COMMENT

Mr. Fares offered comments on the Board's discussion of limitations on reimbursable staff travel expenses. Ms. Powder offered the Chamber of Commerce's assistance to the Library in any way that might be helpful.

VIII. ADJOURNMENT

There being no further business, motion (Sherwin), second (Ziehe), carried (unanimous) to adjourn the meeting at 7:55 p.m.

Respectfully submitted,

Ann K. Ziehe, Secretary

MINUTES  
BENBROOK LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING  
SEPTEMBER 29, 2003  
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. OLD BUSINESS

A. APPROVE A CONTRACT WITH THE LIBRARY DIRECTOR

The Board reviewed the Director's contract for the coming fiscal year, which showed revisions in Section 6B and Section 16 and corrections to dates, and included a revised statement of *DUTIES AND RESPONSIBILITIES OF THE DIRECTOR OF LIBRARY SERVICES*. Motion (Olmstead), second (Gonzalez), carried (unanimous) to approve the contract with the revisions stated.

B. OTHER OLD BUSINESS

None.

#### IV. NEW BUSINESS

##### A. ADOPT A DISTRICT TRAVEL POLICY

Baldwin presented the document *Benbrook Library District Travel Policy (Proposed, Sept. 2003)*, which was then reviewed and discussed by the Board. Motion (Olmstead), second (Sherwin), carried (unanimous) to accept the Travel Policy as presented.

##### B. OTHER NEW BUSINESS

None.

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

There were no members of the public in attendance.

#### VII. ADJOURNMENT

There being no further business, motion (Ziehe), second (Olmstead), carried (unanimous) to adjourn the meeting at 6:55 p.m.

Respectfully submitted,

Ann K. Ziehe, Secretary