

MINUTES
BENBROOK LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
SEPTEMBER 13, 2004
Benbrook Public Library
1065 Mercedes Street
Benbrook, Texas 76126
6:30 P. M.

MEMBERS PRESENT:

Manny Gonzalez	Jean Sherwin
Rick Heyser	Ann Ziehe

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 09, 2004 were distributed. Motion (Gonzalez), second (Sherwin), carried (unanimous) that the minutes be approved as distributed.

IV. REPORTS

A. LIBRARY DIRECTOR

Baldwin submitted the *Library Director's Report for August, 2004*, in which he highlighted milestones and attainments of the Benbrook Public Library and activities of the staff during that month. 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, along with Board of Trustees meeting minutes and recent Treasurer's reports.

B. TREASURY REPORT

1. AUGUST, 2004 SUMMARY:

	Month:	Fiscal YTD:
Total Income	53,962.73	486,837.32
Total Expenses	21,609.02	352,193.16
Total Income - Total Expenses		134,644.16
Investment Interest	307.75	
Current Investment Balance		282,030.91
Current Checking Acct. Balance	44,028.86	
Curr. Invest. Bal. + Curr. Bank Bal.		326,059.77

2. This report was prepared and presented by the Library Director, due to the prior resignation of former Board Treasurer, Bob Olmstead.

C. INVESTMENT OFFICER, BOARD OF TRUSTEES

TEXPOOL INVESTMENT SUMMARY AS OF AUGUST 31, 2004:

Beginning Balance	250,223.16
Total Deposits	31,500.00
Total Withdrawals	0.00
Total Monthly Interest	307.75
Current Balance	282,030.91
Earmarked as "Reserve Fund"	125,000.00
Earmarked for Building Expansion	157,030.91

V. EXECUTIVE SESSION PURSUANT TO SEC. 551.074, GOVERNMENT CODE, DELIBERATION REGARDING PERSONNEL MATTERS: LIBRARY DIRECTOR'S EVALUATION

The Board went into Executive Session at 6:45 p.m. and came out of this session at 6:55 p.m. No action was taken.

VI. OLD BUSINESS

A. FISCAL YEAR 2004-2005 BUDGET

The Director presented for the Board's consideration the *BENBROOK LIBRARY DISTRICT PROPOSED BUDGET FOR FISCAL YEAR 2004-05*, the *LIBRARY DIRECTOR'S EXPLANATION OF PROPOSED CHANGES FOR THE 2004/05 BUDGET*, the graph *EFFECT OF VARIOUS SALARY INCREASES ON PERSONNEL COSTS & TOTAL BUDGET PROPOSAL FOR 2004/05*, and a *SURVEY OF PROPOSED SALARY INCREASES FOR FY 2004/05 BY PLANT LIBRARIES & CITY OF BENBROOK*.

Following discussion, motion (Gonzalez), second (Ziehe), carried (unanimous) to approve the budget as presented and amended to include a 3% payraise across the board for all Benbrook Library District employees.

B. LIBRARY FACILITY

Baldwin is in the process of inviting new members to join the Building Committee in order to resume meetings. He presented the *LIBRARY DIRECTOR'S PROPOSAL FOR AN EXPANSION OF THE LIBRARY*, which the Board reviewed and discussed. Further consideration of the proposal was deferred to the Building Committee.

C. OTHER OLD BUSINESS

None

VII. NEW BUSINESS

A. VACANT TRUSTEE POSITION

1. *Motion* - The Board has two options to fill a vacancy: either to leave it vacant, waiting for the May election to see if anyone files for the position, or to advertise for and interview applicants as soon as possible and fill the vacancy by vote of the Trustees. Motion (Heyser), second (Sherwin), carried (unanimous) that the Board proceed in filling the vacant Trustee position by having the Director advertise the vacancy with the applications due at the next regularly scheduled Board meeting at which time those applications will be reviewed and an additional date will be set to hold interviews for all applicants.
2. *Advertisement* - Baldwin will advertise that this is an unexpired term that will be filled by interview and that the position will then be up for election in May, 2005. The Board hopes to fill the position by the November regular meeting.

B. OTHER NEW BUSINESS

None

VIII. 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 (Gonzalez), second (Ziehe), carried (unanimous) to adjourn the meeting at 7:40 p.m.

Respectfully submitted,

Ann K. Ziehe, Secretary