

MINUTES  
BENBROOK LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING  
September 11, 2006

Benbrook Public Library  
1065 Mercedes Street  
Benbrook, Texas 76126  
6:00 P. M.

MEMBERS PRESENT:

- Rick Heyser
- Julie Bakke
- Jean Sherwin (at 6:30)
- Manny Gonzalez

MEMBERS ABSENT:

- None

ALSO PRESENT:

- Mike Baldwin
- Tod Hanson
- Kathleen Wells

I. CALL TO ORDER

The meeting was called to order at 6:00 p.m. A quorum was present and due notice had been published.

II. Consideration of the Minutes

The minutes of the meeting of the Board held on August 14 and August 28, 2006 were distributed. Motion (Gonzalez), second (Heyser), carried (unanimous) that the minutes be approved as written.

III. REPORTS

A. LIBRARY DIRECTOR

Baldwin submitted the Library Director's Report for August 2006, in which he highlighted milestones and attainments of the Benbrook Public Library as well as activities of the staff during those months. 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. TREASURY REPORT

August 2006 SUMMARY:

	Month:	Fiscal YTD:
Total Income	\$56,200.24	\$545,625.48
Total Expenses	\$28,317.94	\$405,102.80
Total Income - Total Expenses	\$27,882.30	\$46,693.46
Investment Interest	\$2850.60	
Current Investment Balance	\$651,659.58	
Current Checking Acct. Balance	\$40,565.43	
Curr. Invest. Bal. + Curr. Bank Bal.	\$690,432.69	

C. INVESTMENT OFFICER, BOARD OF TRUSTEES

TEXPOOL INVESTMENT SUMMARY AS OF May 31, 2006:

Beginning Balance	\$638,808.98
Total Deposits	\$10,000.00
Total Withdrawals	\$0.00
Total Monthly Interest	\$2850.60
Current Balance	\$651,659.58
Earmarked as "Reserve Fund"	\$125,000.00
Earmarked for Building Expansion	\$526,659.58

V. OLD BUSINESS

A. Building Loan

Five proposals were received for the loan. Baldwin is analyzing the proposals and will have the information for us soon. No action taken at this time

B. Library Facility

Discussion was held regarding the criteria for the competitive sealed bid, construction representative and the possible time schedule for the procurement of construction services. Kathleen Wells discussed the legal criteria needed for the competitive sealed bid proposal. Tod Hanson discussed the progress with the design of the expansion. No action was taken. The board decided to meet on September 20th, 2006 at 7:00to further discuss the construction issues.

C. Budget adjustment

No budget adjustment was necessary this month. No action taken.

D. FY2007 Budget

Motion was made (Bakke) second (Gonzalez) passed (unanimously) to accept the fiscal year 2006-2007 budget option B as presented

E. Vacant Trustee Position

Discussion was held regarding the vacant trustees position and the candidates interviewed. Motion was tabled at this time

F. Other Old Business

No other old business.

**VI . NEW BUSINESS**

A. Method of Procurement Resolution

Motion made (Gonzalez) second (Bakke) passed (unanimously) to pass Resolution No. 2006-09 as written.

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

The Board went into Executive Session at 6:20 p.m. and came out of this session at 6:32 p.m. No action was taken.

C. Action on Library Director's Contract

Michael Baldwin received an overall evaluation of excellent with many comments noting his meritorious service to the library and our appreciation of having him on board. A motion was made (Sherwin) second (Bakke) carried unanimously to grant the library director a 3% raise.

D. Other New business

**VII. PUBLIC COMMENT –**

No public comment.

**VIII. ADJOURNMENT**

There being no further business, motion (Bakke), second (Sherwin), carried (unanimous) to adjourn the meeting at 8:10p.m.

Respectfully submitted,

Julie Bakke, Secretary

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**MINUTES**  
**BENBROOK LIBRARY DISTRICT**  
**BOARD OF TRUSTEES MEETING**  
**(WORK SESSION)**  
**September 20,2006**  
Benbrook Public Library  
1065 Mercedes Street  
Benbrook, Texas 76126  
7:00 p.m.

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**MEMBERS PRESENT:**

Manuel Gonzalez	Jean Sherwin
Rick Heyser	Julie Bakke

**MEMBERS ABSENT:**

None

**ALSO PRESENT:**

Michael Baldwin  
Kathleen Wells  
Tammi Cauthen  
Mike Lewis

**I. CALL TO ORDER**

**II. Old Business**

A. Other Old business

**III. New Business**

- A. Selection of Lender to Finance Library Expansion Construction Project Loan  
Discussion was held regarding the various proposals submitted for the library expansion loan. Due to technical problems, the entire discussion was not recorded. Motion (Bakke) second (Sherwin) passed (unanimously) was made to negotiate with Frost Bank with options 3 and 4 and as a second choice to negotiate with Well Fargo brokerage services option 1 for the construction loan.
- B. Determination Selection Criteria for Construction Proposals for Contractors on Library Expansion Construction Project  
The board discussed and agreed on the selection criteria. Motion was made (Gonzalez) second (Bakke) passed (unanimously) to accept the general criteria as discussed.
- C. Delegation of Authority to Library Director as District's Construction Representative to General Contractor.  
Motion (Sherwin) second (Gonzalez) passed (unanimously) was made to appoint Baldwin as construction representative to approve change orders to a maximum amount \$10,000 per change with his authority alone, with the knowledge he will come to the board with anything complicated.

**D. Other New business**

Next meeting to be held on October 9, 2006 at 6:00

**IV. Public comment**

Mike Lewis commented regarding the loan option the board selected to negotiate with to be aware the interest will begin to accrue as soon as the loan has been finalized. The board will take the comment under advisement when negotiating the loan.

**V. Adjournment**

Motion (Sherwin) second (Bakke) passed (unanimously) to adjourn. Meeting adjourned at 7:50.

**Respectfully submitted,**

**Julie Bakke, Secretary**

**MINUTES**  
**BENBROOK LIBRARY DISTRICT**  
**BOARD OF TRUSTEES MEETING**  
**(WORK SESSION)**  
**September 28,2006**  
Benbrook Public Library  
1065 Mercedes Street  
Benbrook, Texas 76126  
6:00 p.m.

**MEMBERS PRESENT:**

Manuel Gonzalez  
Rick Heyser  
Julie Bakke

**MEMBERS ABSENT:**

Jean Sherwin

**ALSO PRESENT:**

Michael Baldwin

**I. CALL TO ORDER**

**II. Old Business**

A. Award of construction loan contract

The board discussed the loan details negotiated with Frost bank. Motion (Gonzalez) second (Bakke) passed (unanimously) to accept Resolution number 2006-1028 as written.

**III. New Business**

A. Other New business

**IV Public Comment**

No public comment

**V. Adjournment**

Motion (Gonzalez) second ( Bakke) passed (unanimously).to adjourn. Meeting adjourned at 6:05.

**Respectfully submitted,**

**Julie Bakke, Secretary**