

MINUTES  
BENBROOK LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING  
September 15, 2008

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

Members Present:

- Rick Heyser      • Julie Bakke      • Manny Gonzalez
- Roy Baird      • Robert Christensen

Also Present:

- Mike Baldwin
- Cyndy Kimberling
- Donna Shaw

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. MEET WITH BLD ACCOUNTANT

Cyndy Kimberling and her associate Donna Shaw met with the board to discuss the district accounting matters. The board would like to thank Ms Kimberling and Ms Shaw for answering our questions and her thoughtful opinions

III. CONSIDERATION OF THE MINUTES

The minutes of the meeting of the Board held on August 18, 2008, were distributed. Motion (Baird), second (Gonzalez), carried (unanimous) that the minutes be approved as written

IV. Reports

A. LIBRARY DIRECTOR

Baldwin submitted the Library Director's Report for August 2008, 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 2008 SUMMARY:

	Month:	Fiscal YTD:
Total Income	\$79,225.81	\$714,312.01
Total Expenses	\$30,293.19	\$433,478.90
Total Income - Total Expenses	\$48,932.62	\$280,833.11
Investment Interest	\$1675.94	
Current Investment Balance	\$872,893.48	
Current Checking Acct. Balance	\$38,625.91	
Curr. Invest. Bal. + Curr. Bank Bal.	\$937,551.31	

C. INVESTMENT OFFICER

TEXPOOL INVESTMENT SUMMARY AS OF August 31, 2008:

Beginning Balance	\$861,217.54
Total Deposits	\$10,000.00
Total Withdrawals	\$0.00
Total Monthly Interest	\$1675.94
Current Balance	\$872,893.48
Earmarked as "Reserve Fund"	\$125,000.00
Earmarked for Building Expansion	\$747,893.48

V. Old Business

A. Library Facility

Baldwin updated the board on the final construction details. Details of the final change orders have been discussed and final payment to Prime will be \$99,259.00 and is awaiting a final billing from Prime.

B. Other Old business

No other old business

VI. New Business

A. Notice that BPL is no longer the business address for LFNT

Motion made (Baird) second (Bakke) carried (unanimously) that BPL will no longer be the business address for the LFNT.

B. Adopt 2008/09 Budget proposal

1. Discussion was held regarding the proposed 2008/09 budget. Motion was made (Bakke) second (Christensen) passed (unanimously) to add Quickbooks or equivalent software and hosted accounting services in the amount of \$1200.00 to be added to the budget.
2. Motion was made (Bakke) second (Baird) failed 2-3, (Ayes: Bakke, Baird; Nays: Gonzalez, Heyser, Christensen) to adopt the budget with the above amendment and with an additional 1.5 FTE and a 7% increase in salary for the library staff. Motion was made (Christensen) second (Bakke) passed 4-1, (Nay Gonzalez) to adopt the budget with the above amendment and with an additional 1.5 FTE and a 6% salary increase in the library staff salaries..

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

The Board went into Executive Session at 7:13 p.m. and came out of this session at 7:24 p.m. No action was taken

D. Report on the Library Director's Evaluation

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. Motion was made (Heyser) second (Bakke) passed (unanimously) that the contract with corrections is presented for review by our attorney and then acted on in its finality at the next meeting, with Baldwin receiving the same increase in salary as the library staff.

E. Budget adjustment

Motion was made (Bakke) second (Gonzales) passed unanimously to accept the budget adjustment as written.

F. Consider Director's Travel Request to NCDD Conference in Austin

Motion was made (Gonzalez) second (Christensen) passed (unanimously) to approve the Director's trip to the NCDD conference in Austin.

G. Other new business

No other new business..

VII. PUBLIC COMMENT

No public comment

VIII. ADJOURNMENT

Having no further business, motion (Gonzalez), second (Baird), carried (unanimous) to adjourn the meeting at 7:29 p.m.

Respectfully submitted,

Julie Bakke, Secretary

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