

MINUTES
BENBROOK LIBRARY DISTRICT
BOARD OF TRUSTEE MEETING
September 18, 2017

Benbrook Public Library
1065 Mercedes Street
Benbrook, Texas 76126
Regular Meeting at 6:30 pm

Members Present: Roy "Corky" Baird; Robert Christensen; Rachel Dillard; Carol Hafer;
Anita Mitchell

Also Present: Steve Clegg

I. Call to order:

The meeting was called to order at 6:32pm by Robert Christensen, President.

II. Meeting Minutes:

There was no approval of minutes at this time.

III. Reports:

A. Report by Library Director covered the following:

Trustees need to be aware, the library has been paying insurance premiums for an employee who is out on FMLA.

Because of the power spike and the ensuing expenses, a claim will be filed with the library district's insurer. Still need an electrician to work on the patio door before it can be automated, and surge protectors are being purchase for use throughout the library.

B. Investment officer reported on the breakdown of two bank accounts and noted the increase amount of interest in the TexPool account.

C. Treasurer presented report of financial status of the district as of August 31, 2017 as follows:

\$ 92,299.75	Sales tax
3,052.07	Royalties
299.75	Concessions
383.59	Maker
3.97	Interest
1,059.27	TexPool
\$ 97,098.40	End of August
81,985.80	Expenses
15,112.60	Net Income

\$1,365,039.20 Investment Balance + Current Bank Balance. Last August was about the same, in fact the same for past three years.

IV. Old Business

There were no old business items.

V. New Business discussion items:

Resolution of budget adjustments as prescribed by the auditors last month is pending the end of year financial statements in order to provide accurate figures.

Discussion followed regarding internal shifting of amounts within budget allocations. Variance on expenditures. Everyone agreed to table this discussion for Oct.

Proposed 2018 Budget Highlights:

Replacing twelve adult public access computers.

3% cost of living raise increases for all regular employees

Building and landscaping: nothing specifically allocated; expensed as approved per proposals.

Circa \$110,000 allocated for books, magazines, periodicals, online resources, etc.

Re-designating account codes: Public Relations would be used for internally produced promotional material and discretionary customer service expenses and Marketing would be designated for externally produced promotional materials (newsletters, brochures, etc.)

Personnel/Staff Adjustments: Librarian's Assistant for the Children's department will be advanced to full time and a pool of on-call assistants will be authorized for seasonal and temporary help for the Children's department; The IT Specialist is advanced from part-time to full time; a part-time "Maker Space" Assistant at circa \$15,000 per year has been allocated with recruitment pending an approved proposal; a raise for Volunteer Coordinator is authorized in recognition of the additional responsibilities associated with that roll.

There being no further discussion, Anita made the motion to approve the 2018 Budget and Investment Officer, Corky seconded the motion. Motion carried.

2018 Investment Policy:

The building fund will remain in TexPool. The library can purchase CDs but have elected not to. Only modification is to have a quarterly investment report. Policy accepted as amended and unanimously carried.

VI. Other New Business:

Cancellation for November General Election. Carol made the motion to pass resolution and Anita seconded. Motion carried.

Library Director Employment Contract. This agreement becomes effective October 1, 2017. No substantial changes were made. Corky made the motion that contract be accepted as presented and Carol seconded.

Library Director broached subject of Merit scores - \$9.7K is the maximum amount to be expensed to the FY2017 budget.

VII. Public Comment

There was no public comment.

VIII. Adjournment

Adjournment motion was made by Corky, and seconded by Carol to adjourn at 7:42 p.m.