

**MINUTES**  
 BENBROOK LIBRARY DISTRICT  
 BOARD OF TRUSTEE MEETING  
 September 17, 2018  
 Benbrook Public Library  
 1065 Mercedes Street  
 Benbrook, Texas 76126  
 Regular Meeting at 6:30 pm

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

Also Present: Steve Clegg

**I. Call to order:**

Meeting was called to order by Robert Christensen at 6:39 pm.

**II. Approval of minutes:**

First order of business was approval of August 20, 2018 meeting minutes. Anita moved that minutes be accepted as is and Carol seconded the motion. Motion carried.

**III. Reports:**

A. Report by Library Director of notable activities. Steve explained that he has had to contact BLD's legal representatives regarding the Blackburn estate. There were three Certificates of Deposit in the estate assets. However, Steve did find out that the CDs named a different beneficiary, so the CD funds will not belong to the library.

Steve also notified the board that there's an upcoming PLANT retreat being held in Texas, which he would like to attend.

B. Investment Officer, Corky reported a snapshot of Aug investment funds. Also reported the most recent monies received is over 118K.

C. Carol Hafer gave the Treasurer's Report as of August 31, 2018 as follows:

Sales Tax	109,801.92
Grants/Donations/Gifts	79,701.62
Fines, Fees, Royalties	972.07
Concession Income	569.00
MakerSpace Income	511.95
Interest from Bank Accounts	24.15
Interest from TexPool	<u>1,899.83</u>
Total Income	193,480.54
Total Expenses	(87,097.70)
Net Income	106,382.84
Bank Adj'd Balance + TexPool	1,394,204.78

No questions were forthcoming regarding the Treasurer's Report.

**IV. Old Business:**

- A. Consider staff evaluation model: Two percent was agreed upon as bonus amount. Discussion followed regarding evaluation process.
- B. Trustees discussed possible ways to honor Betty Ruth Blackburn for her generous donation to BLD. It was agreed that a Benbrook newspaper article would be appropriate. Robert offered that the article might explain ways the library will be using the funds; expanding the children's program or an endowment for a special program, for example. Anita offered that perhaps a day honoring all BLD donors be established. Steve will discuss with librarians what their ideas are.

**V. New Business:**

- A. Consider appointment of trustee to fill vacancy on Board of Trustees. After discussion of the process, Carol moved that Rachel Moore be appointed as trustee to BLD board and Corky seconded the motion. Motion carried unanimously.
- B. RFID bid proposals. Steve began the discussion with the fact that three MetrOPAC member libraries have RFID as part of their infrastructure. Two reasons that BLD should implement RFID are:
  - 1. This improvement would provide an additional Circulation transaction station.
  - 2. Loaned items would flow more efficiently within the system of MetrOPAC partners.

Steve received RFID bid proposals from the following companies: Bibliotheca, D-Tech, Envisionware, FE-Technologies, and MK Solutions. Some features of received proposals are:

Two circulation workstations

Seven staff workstations

A book drop chute check-in sensor

A self-check station with credit card acceptance, bill and coin acceptance with change making capability, and DVD case unlocking feature

Sufficient RFID tags for the entire collection

Discussion continued regarding the proposals and the board's concern that this system function when a patron checks out an item *from* BLD and returns said item *to* the FW library. Steve will talk further with FW Library personnel and find out what glitches, if any, they've experienced using Bibliotheca and other points of consideration. Those findings will be shared with board members. Trustees determined that monies may be allocated before the vendor is chosen.

Rachel made motion that \$45,000 of BLD funds be allocated for the RFID project and Anita seconded motion. Motion carried.

- C. Website Management System: Steve opened this discussion with the fact that most libraries are covered by their city's website.

Proposal involves a hosted service package which will include mobile app, a suite of integrated apps, online calendar, event booking, and slideshow signage (for monitors on library walls), and booking software which could be used for patrons to book time using the poster printer, for example.

The proposed time line for completion is 12 weeks. Robert interjected that in these situations completion is never sooner than proposed. Our librarians feel that the time line is based on larger libraries than ours and libraries where updates to website data isn't input by librarians as it is at BLD.

Carol motioned that the board approve budgeting \$10,000 for a new website management system by Communico and Rachel seconded. Motion carried.

- D. Resolution to adjust FY 2018 budget was tabled at this time.

- E. Consideration of proposed FY 2019 budget.

Steve and Trustees reviewed each line item in the budget at which time Steve proposed added accounts – Processing Supplies and Equipment Accessories and a new learning resource called LYNDA. BLD's public-facing services are increasing by 20%.

Much discussion and comment continued regarding employee pay raise, which was set at 3%, with the overall increase in salary expenses of 4.2% from last year.

Robert commented that it's reasonable to expect that the addition of RFID could reduce Circulation's man-hours.

Anita made a motion to accept the 2019 budget with additional \$20k to sufficiently cover the costs of the RFID project. Corky seconded and motion carried.

- F. Consider Memorandum of Understanding to join Association Texas Library Districts. Steve explained that this organization targeted \$35,000 as lobbyist fee and BLD, to be shared among members and as of yet, is undetermined, but approximated at \$3,500 for the legislative term.

Carol motioned for approval of BLD's normal adjusted share in the Association of Texas Library Districts. Rachel seconded and motion carried.

- G. Consider investment policy for FY 2019: Rachel offered changes to wording and then Anita made motion that BLD's Investment Policy, with corrections provided, be accepted and Corky seconded. Motion carried.

- H. Consider library director's employment agreement: Rachel moved that employment agreement between BLD and Library Director be approved. Carol seconded and the motion carried. Trustees and Steve signed the agreement.

- I. Other new business: Anita brought up the fact that she will not be running for Trustee, but would like to continue on the Ad-Hoc Committee.

VI. **Public Comment.** There was no public comment.

VII. **Adjournment:** There being no further business Corky moved that meeting be adjourned. All agreed unanimously.