

**MINUTES**  
BENBROOK LIBRARY DISTRICT  
BOARD OF TRUSTEE MEETING  
September 23, 2019  
Benbrook Public Library  
1065 Mercedes Street  
Benbrook, Texas 76126  
Regular Meeting at 6:30 pm

Members Present: Roy "Corky" Baird; Robert Christensen; Rachel Moore, Larry Vickers; Christina Watson

Also Present: Steve Clegg

**I. Call to order:**

Robert called regular meeting of BLD's Board of Trustees to order at 6:30 pm.

**II. Public Comment:**

First on the agenda was a call for Public Comment. Carol Hafer was in the meeting audience, but had no comment.

**III. Approval of Meeting Minutes:**

After pausing to look over the minutes, Corky motioned for approval of August 19<sup>th</sup> meeting minutes as presented. Rachel seconded the motion and motion carried.

**IV. Reports:**

- A. Report from Library Director began with Steve explaining recent facility issues. The yellow bike rack in front of the library was hit by a car. Steve has researched replacement and although it is only \$169 to replace, shipment charges would be two times that amount.

While Steve was on vacation the children's Page, Kate tripped and fell in the children's area. This happened while Kate was working for BLD's housekeeping provider. A claim has been filed and an adjuster assigned, but we haven't heard anything further.

Steve also reported that the switches for the back door were recently an issue for one of the library's patrons. Additional door switches will make it possible for wheelchair-bound patrons to open the back door.

Cancelling the election was also a matter which came up during Steve's absence. Tarrant County Elections called to determine names on the ballot and Erica was able to help them.

Robert asked if there were any comments regarding the director report. There were no

further comments.

- B. Investment Officer Report for August 2019 was given by Corky, who began by calling attention to a couple of items. Namely the tax receipt received September 10<sup>th</sup> was for \$123K and money may need to be moved from Pinnacle account to Texpool in the near future.
- C. Rachel gave the August Treasurer Report as follows:

Sales Tax	113,010.83
Grants/Donations/Gifts	16.36
Fines, Fees, and Misc. Revenue	1,199.28
Library Sales	994.22
Interest from Bank Accounts	44.51
Interest from TexPool	<u>2,197.58</u>
Total Income	117,462.78
Total Expenses	<u>(93,795.29)</u>
Net Income	23,667.49
Bank Adj'd Balance + TexPool	1,438,813.38
Bank Unreported Transactions	98,172.33
Total All Accounts	\$1,536,985.71

(Shaded rows in above table are not part of August's report).

Robert asked if there were any questions or comments. There were none so meeting proceeded.

**V. Old Business:**

- A. Consider purchasing and procedures manual.

Steve opened this topic with a reminder that the purchasing policy and manual may be tabled again if the trustees wish. After discussion, Robert reiterated that if any proposed purchase deviates significantly from the policy the board will review policy provisions more closely. Robert asked if anyone had changes to the policy. There being none Rachel made motion that the Purchasing Policy and manual be accepted and Christina seconded the motion. Motion carried.

- B. There was no other Old Business.

**VI. New Business**

- A. Consider approval of Hart Voting System voter machines.

Corky asked Steve if there was going to be any charges incurred with the use of the new machines. Steve responded that there are no charges involved. Corky made motion that BLD adopt the new voting system. Christina seconded the motion and it carried.

- B. Consider resolution to cancel the November 2019 election.

Steve offered that the resolution will be posted in the voting venues. Corky moved that we cancel BLD's participation in the election this fall as we have three candidates for three positions. Robert seconded the motion. Motion carried.

- C. Investment Policy for FY2020.

Robert asked if there are any changes. Steve directed everyone's attention to the stipulation that the Investment Officer and the Treasurer must attend an investment training workshop at least once every two years.

At this point Steve broached the subject of Pinnacle bank collateralizing library funds. This should not be the library's preference, as the procedure involves considerable reporting by the library and appointment of another financial institution as custodian of BLD funds.

- D. Consider Library Director Employment Agreement for FY2020.

There was no change from FY2019 other than a 3% salary increase.

- E. Consider additional activation switches for library north entrance.

As Steve mentioned in the director report there is a need for an additional set of activation switches for the back doors. There would be one mounted inside and one outside. Steve offered that he could ask the Friends of the Library about funding. Robert said that this makes sense as a BLD expense.

- F. Consider FY2020 Budget.

Robert noticed that anticipated Net Income for 2019 is \$46K. Sales Tax Income is anticipated to be 1.25 million for next year. Steve said there may need to be a budget adjustment after September close. Discussion followed.

Robert introduced the subject of the Discovery Zone and how plans are progressing. Steve explained that he has submitted a request to the Star-Telegram for qualifications of a Landscape Architect and for more information the person should contact Steve. Robert mentioned Fort Worth's Dream Park and the possibility of contacting the company that put it together.

Discussion then switched back to budget. In particular proposed spending in regards to Program Presenters, Building Maintenance/Repair, and Equipment (PCs). The Kathy Ledford Meeting Room needs refurbishing, Steve offered as well. In regards to the library's book budget, Robert said that money should never be the deciding factor in books for the library. Robert asked if more equipment was planned for MakerSpace. Steve stated that the 3D printer and laser engraving printer are within the service areas of support technicians and are generally serviceable.

At this point Steve mentioned to the board that completion of the RFID project warrants having a party for staff, which will be planned for the near future.

The 2020 budget includes a proposed merit increase of 3% for employees. Robert asked if there are any plans for additional employees. At this point Steve brought up the subject of the robot which the Friends funded for the library. Steve explained that the volunteer previously helping with plans for the robot has job responsibilities which keep him from helping any longer. Steve has reached out to TCC and Tandy to find someone interested in helping with the robot project.

At this point the discussion returned to item D, employment agreement for Library Director. Robert explained that the director's salary will increase 3%, which is the same rate for employees. Christina made motion that this salary be accepted for the position of Library Director and Christina seconded the motion. Motion carried.

VII. **Adjournment.** Robert asked if there was any more New Business or Public Comment.

There was none, so Corky moved that the meeting be adjourned and Larry seconded the motion. All agreed.



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Reviewed/Corrected/Approved  
Christina Watson, Board Secretary