



**AGENDA**  
BOARD OF TRUSTEES  
BENBROOK LIBRARY DISTRICT  
1065 Mercedes Street Benbrook, Texas

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**April 5, 2023**

Open to the Public

Work Session: 3:00 PM

ALL AGENDA ITEMS ARE SUBJECT TO FINAL ACTION

**I. Call to Order**

**II. Public Comment** - Public comment is welcome at the beginning of open meetings and at the time the pertinent agenda item is presented. The library board president may impose a time limit for each speaker.

**III. New Business**

A. Discuss fundraising strategy with consultants

**IV. Adjourn**

*If, during the course of the meeting, discussion of any item on the agenda should be held in a closed meeting, the board will conduct a closed meeting in accordance with the Texas Open Meetings Act, Texas Government Code, Chapter 551, Subchapters D & E, or Texas Government Code section 418.183(f). Before any closed is convened, the presiding officer will publicly identify the section or sections of the Act authorizing the closed meeting. All final votes, actions, or decisions will be taken in open meeting.*



**MINUTES**  
**BOARD OF TRUSTEES**  
**BENBROOK PUBLIC LIBRARY DISTRICT**  
1065 Mercedes Street Benbrook, Texas

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***April 5, 2023***

Open to the Public

Work Session: 3:00 PM

Board of Trustees Members Present: Larry Vickers; Tammi Cauthen

Also present: Erica Richardson; Samantha Young; Kevin Wallace

**I. Call to Order**

The work session began at 3:10 PM.

**II. Public Comment** – Public comment is welcome at the beginning of open meetings and at the time the pertinent agenda item is presented. The library board president may impose a time limit for each speaker.

There was no public comment.

**III. New Business**

**A. Discuss fundraising strategy with consultants**

Kevin Wallace from Campaign Counsel gave a presentation on Capital Campaigns. The board remembers present discussed the presentation.

**IV. Adjournment**

This work session ended at 5:00 PM.

A handwritten signature in dark ink, appearing to read "Tammi Cauthen", is written over a horizontal line.

Reviewed/Corrected/Approved

Tammi Cauthen, Board Secretary



**AGENDA**  
BOARD OF TRUSTEES  
BENBROOK LIBRARY DISTRICT  
1065 Mercedes Street Benbrook, Texas

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***April 15, 2023***

Open to the Public

Work Session: 8:30 AM

ALL AGENDA ITEMS ARE SUBJECT TO FINAL ACTION

- I. **Call to Order**
- II. **Public Comment** - Public comment is welcome at the beginning of open meetings and at the time the pertinent agenda item is presented. The library board president may impose a time limit for each speaker.
- III. **New Business**
  - A. Facility update
  - B. Employee Handbook
  - C. Investment Policy
  - D. BLD Partnership form
  - E. Library stats
- IV. **Adjourn**

*If, during the course of the meeting, discussion of any item on the agenda should be held in a closed meeting, the board will conduct a closed meeting in accordance with the Texas Open Meetings Act, Texas Government Code, Chapter 551, Subchapters D & E, or Texas Government Code section 418.183(f). Before any closed is convened, the presiding officer will publicly identify the section or sections of the Act authorizing the closed meeting. All final votes, actions, or decisions will be taken in open meeting.*



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**BOARD OF TRUSTEES**  
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***April 15, 2023***

Open to the Public

Work Session: 8:00 AM

Board of Trustees Members Present: Larry Vickers; Tammi Cauthen; Christina Watson; Rachel Moore; Carol Hafer  
Also present: Erica Richardson; Samantha Young;

**I. Call to Order**

The work session began at 8:35 am.

- II. Public Comment** – Public comment is welcome at the beginning of open meetings and at the time the pertinent agenda item is presented. The library board president may impose a time limit for each speaker.  
There was no public comment.

**III. New Business**

**A. Facility update**

Erica presented the Facility update. The board discussed the Facility update.

**B. Employee Handbook**

Erica presented the employee handbook. The board discussed the handbook and suggested changes.

**C. Investment Policy**

The investment policy will be reviewed at the next regular board meeting.

**D. BLD Partnership Form**

The BLD Partnership Form will be tabled until the next board work session.

**E. Library Stats**

Erica presented the library stats.

**IV. Adjournment**

This work session ended at 12:04 PM.

A handwritten signature in dark ink, appearing to read "Tammi C", is written over a horizontal line.

Reviewed/Corrected/Approved

Tammi Cauthen, Board Secretary



**AGENDA**  
BOARD OF TRUSTEES  
BENBROOK LIBRARY DISTRICT  
1065 Mercedes Street Benbrook, Texas

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***April 17, 2023***

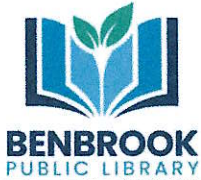
Open to the Public

Regular Meeting: 4:30 P.M.

ALL AGENDA ITEMS ARE SUBJECT TO FINAL ACTION

- I. **Call to Order**
- II. **Public Comment** - Public comment is welcome at the beginning of open meetings and at the time the pertinent agenda item is presented. The library board president may impose a time limit for each speaker.
- III. **Approval of Meeting Minutes** - Regular Meeting on Monday, March 20, 2023
- IV. **Reports**
  - A. Library Report by Library Director and Adult Services Manager of notable activities for the District during March 2023 including meetings attended, District business conducted, and programs presented.
  - B. Treasurer Report of financial status of the District as of March 31, 2023 including income and expenditures.
  - C. Investment Report on status of the District's Investments and TexPool statements as of March 31, 2023.
  - D. FY23 Budget update
- V. **New Business**
  - A. Executive Session pertaining to personnel matters *Texas Government Code, Title 5, Subtitle A, Chapter 551, Section 551.074*
  - B. Executive Session pertaining to real property issues *Texas Government Code, Title 5, Subtitle A, Chapter 551, Section 551.072*
  - C. Consider cybersecurity Invoice by Alturra Technologies and updates
  - D. Consider Employee Handbook
  - E. Consider Campaign Counsel's proposal
  - F. Consider Budget Revisions
  - G. Consider Investment Policy
  - H. Consider Partnership Agreement
  - I. Avenu Insights and Analytics
- VI. **Adjournment**

*If, during the course of the meeting, discussion of any item on the agenda should be held in a closed meeting, the board will conduct a closed meeting in accordance with the Texas Open Meetings Act, Texas Government Code, Chapter 551, Subchapters D & E, or Texas Government Code section 418.183(f). Before any closed is convened, the presiding officer will publicly identify the section or sections of the Act authorizing the closed meeting. All final votes, actions, or decisions will be taken in open meeting.*



**MINUTES**  
**BOARD OF TRUSTEES**  
**BENBROOK PUBLIC LIBRARY DISTRICT**  
1065 Mercedes Street Benbrook, Texas

---

***April 17, 2023***

Open to the Public

Regular Meeting: 4:30 P.M.

Board of Trustees Members Present: Carol Hafer; Rachel Moore; Larry Vickers; Tammi Cauthen; Christina Watson  
Also present: Erica Richardson; Samantha Young; Cullen Dansby

**I. Call to Order**

Carol called this regular board meeting to order at 4:36 pm.

- II. Public Comment** - Public comment is welcome at the beginning of open meetings and at the time the pertinent agenda item is presented. The library board president may impose a time limit.  
There was no public comment.

**III. Approval of Meeting Minutes** - Regular Meeting on Monday, March 20, 2023

Larry made a motion to approve the regular meeting minutes from March 20, 2023, as presented. Rachel seconded the motion. The ayes of all board members confirmed motion approval and approval of the meeting minutes from March 20, 2023.

**IV. Reports**

- A. Library Report** by Library Director and Adult Services Manager of notable activities for the District during March 2023 including meetings attended, District business conducted, and programs presented.  
Cullen presented Adult Services Department updates. Erica presented the library report. The board discussed the reports.
- B. Treasurer Report** of financial status of the District as of March 31, 2023, including income and expenditures.  
Rachel read the March 31, 2023, Treasurer Report.

Sales Tax	145,183.41
Grants	0.00
Fines, Fees, Royalties	536.66
Library Sales	840.99
Donations/Gifts	0.00
Interest from Bank Accounts	1,072.02
Interest from TexPool	5,041.97
Capital Campaign Contributions	559.88
Total Income	153,234.93
Total Expenses	(148,621.75)
Net Income	4,613.18
Balance Brought Forward for Month	765,003.72
Bank Adj'd Balance + TexPool	1,981,122.13
Bank Unreported Transactions	(14,339.11)



- C. Investment Report on status of the District's Investments and TexPool statements as of March 31, 2023.

Larry read the March 2023 Investment Report.

- D. FY23 Budget Update

Erica presented the budget update and would like to present a budget update every three months. The board discussed the budget update.

V. **New Business**

- A. Executive Session pertaining to personnel matters *Texas Government Code, Title 5, Subtitle A, Chapter 551, Section 551.074*

Carol called to move into executive session at 5:05 pm.

Carol called to move out of executive session at 5:14 pm.

- B. Executive Session pertaining to real property issues *Texas Government Code, Title 5, Subtitle A, Chapter 551, Section 551.072*  
The board agreed to not move into executive session pertaining to real property issues.

- C. Consider cybersecurity invoice by Alturra Technologies and updates

Erica presented the invoice by Alturra Technologies that should be reimbursed by insurance. Tammi motioned to pay the invoice from Alturra Technologies in full. Christina seconded the motion and the ayes confirmed motion approval.

- D. Consider Employee Handbook

Erica presented the updated employee handbook. The board discussed the updates to the employee handbook and made more changes. Board discussed. The board moved to approve the employee handbook subject to updating the work for hire and whistleblower policies and adding functionality. Tammi seconded the motion and the ayes confirmed motion approval.

- E. Consider Campaign Counsel's proposal

Erica presented Campaign Counsel's proposal. The board requested to move forward with the proposal and ask for the formal contract.

- F. Consider Budget Revisions

Erica presented Budget Revisions. The board suggested increasing the Building Maintenance line item. Rachel moved to approve budget revisions. Christina seconded the motion. The ayes confirmed motion approval and approval of the budget revisions.

- G. Consider Investment Policy

Erica presented the Investment Policy. The board designates Larry Vickers as Investment Officer. Tammi moved to approve the Investment policy and Larry Vickers as Investment Officer. Larry seconded the motion. The ayes confirmed motion approval and approval of the Investment Policy and Larry Vickers as Investment Officer.

- H. Consider Partnership Agreement

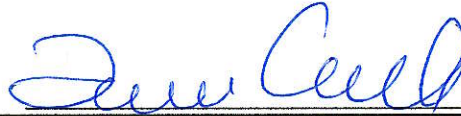
Erica presented the Partner Program Agreement. The board reviewed the Partnership Agreement and recommended edits. Christina motioned to accept the Partner Program Agreement. Rachel seconded the motion. The ayes confirmed motion approval and approval of the Partner Program Agreement.

I. Avenu Insights and Analytics

Erica presented the update on the sales tax revenue analysis with Avenu.

VI. Adjournment

Rachel moved to adjourn this regular board meeting. Christina seconded the motion. The unanimous ayes of the board confirmed motion approval and adjournment of this regular meeting at 6:09 pm.



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Reviewed/Corrected/Approved

Tammi Cauthen, Board Secretary



## Visitors



Door Count  
**7,472**



Volunteer Hours  
**26**

## Study Rooms

Conference Rooms **57\***

Library Booths **48**

\*down to one study room



## Circulation



Total Checkouts **13,311 w/ renewals**

Library Card Holders **11,843**

New Library Cards **159**

## Technology

Computer **576**

Wifi Sessions **762**



## Makerspace

Laser **41** Cricut **7**

3D Prints **19** Laminator **5**

Poster Printer **80**

## Social Media

Facebook Likes **3,600**

Instagram **607**

TikTok **337**

Posts **57**

Posts **23**

Videos **2**



## ILL



Received **122**

Shipped **19**

Patrons **44**

## Digital Library Resources



**1,429**



**496**



**0**



**0**



**0**



**1,679**



**0**



**16**



**179**



**102**

## Adult

Programs **23**

Attendance **216**

## Youth

Programs **43**

Attendance **1493**

## Makerspace

Programs **2**

Attendance **20**

Code Club **2**

**Total Attendance: 1,731**