



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

February 20, 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, January 23, 2023
- IV. **Reports**
 - A. Library Report by Library Director and Circulation Manager of notable activities for the District during January 2023 including meetings attended, District business conducted, financial transactions, programs presented, and progress in the application of technology to library services.
 - B. Treasurer Report of financial status of the District as of January 31, 2023 including income and expenditures.
 - C. Investment Report on status of the District's Investments and TexPool statements as of January 31, 2023.
- 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. Achievement of Excellence in Libraries Award from the Texas Municipal Library Directors Association
 - D. Consider new logo for Benbrook Library District
 - E. Consider amending travel policy to using refundable costs
 - F. Texas Library Association memberships and costs
 - G. Discuss Board work session topics
- VII. **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

February 20, 2023

Open to the Public

Regular Meeting: 4:30 P.M.

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

I. Call to Order

Carol called this regular board meeting to order at 4:34 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.
Roxanne was present and said she wanted to see what was going on with the library.

- III. Approval of Meeting Minutes** - Regular Meeting on Monday, January 23, 2023
The board reviewed the meeting minutes. All board members confirm approval of the meeting minutes.

IV. Reports

- A. Library Report** by Library Director and Circulation Manager of notable activities for the District during January 2023 including meetings attended, District business conducted, financial transactions, and programs presented and progress in the application of technology to library services.
Erica presented a new format of the Library Report. Sheryl presented a report on the Circulation Department including workflow issues.
- B. Treasurer Report** of financial status of the District as of January 31, 2023, including income and expenditures.
Rachel read the January 2023 Treasurer's report.

Sales Tax	171,388.93
Grants	0.00
Fines, Fees, Royalties	576.24
Library Sales	562.05
Donations/Gifts	0.00
Interest from Bank Accounts	1,012.15
Interest from TexPool	4,712.05
Capital Campaign Contributions	1,165.41
Total Income	179,416.83
Total Expenses	(138,928.07)
Net Income	40,488.76
Balance Brought Forward for Month	712,037.72
Bank Adj'd Balance + TexPool	1,944,563.86
Bank Unreported Transactions	(30,688.47)

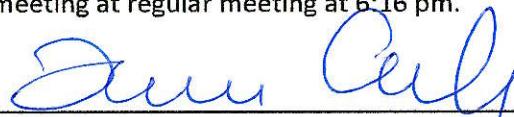
- C. Investment Report on status of the District's Investments and TexPool statements as of January 31, 2023.
Larry read the January 2023 Investment Report.

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 5:24 pm.
Carol called to move back into regular session at 5:58 pm.
- B. Executive Session pertaining to real property issues *Texas Government Code, Title 5, Subtitle A, Chapter 551, Section 551.072*
Carol called to move into executive session at 5:58 pm.
Carol called to move back into regular session at 6:16 pm.
- C. Achievement of Excellence in Libraries Award from the Texas Municipal Library Directors Association
Erica presented this update that the library received the Achievement of Excellence in Libraries Award from TMLDA. The award is given to libraries for them to share with stakeholders. The board commended the receiving of the award.
- D. Consider new logo for Benbrook Library District
Erica presented the new logo color options. The board discussed the logo color options. The board discussed possibly changing the name of Benbrook Library, however no decision was made. The board would like logo color scheme A but with the brightness of C leaves. Christina moved to accept logo A but with the brightness of C's leaves. Larry seconded the motion. The ayes confirmed motion approval and approval of the logo being log A with the brightness of C's leaves. Erica agreed to poll the staff on whether or not to use District in the official library's name.
- E. Consider amending travel policy to using refundable costs
Erica presented the travel policy update to allow using refundable costs. Rachel moved to accept the amended travel policy to use refundable costs. Christina seconded the motion. The ayes confirmed motion approval and approval of the amended travel policy.
- F. Texas Library Association memberships and costs
Erica presented the TLA application for membership to the board. This is to allow board members to attend the TLA conference in April.
- G. Discuss Board work session topics
Erica presented work session topics. Larry would like to include considering the Investment Policy.

VI. **Adjournment**

Larry made a motion to adjourn this regular meeting. Christina seconded the motion. The ayes confirmed motion approval and adjournment of this regular board meeting at regular meeting at 6:16 pm.



Reviewed/Corrected/Approved
Tammi Cauthen, Board Secretary



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

February 25, 2023

Work Session: 8:30 A.M.

I. Call to Order

II. Policies and Procedures

- a. Roles of Board of Trustees, Library Director, and Staff
- b. Grievance policy
- c. Library Closure policy
- d. Travel policy and Texas Library Association parameters
- e. Investment policy
- f. Fraternization policy
- g. Whistleblower policy

III. New library updates

VII. 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

February 25, 2023

Open to the Public

Work Session: 8:30 A.M.

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

I. Call to Order

Carol called this regular board meeting to order at 8:43 am.

II. Policies and Procedure

A. Roles of Board of Trustees, Library Director, and Staff

The board discussed roles. There was no decision made.

B. Grievance Policy

The board discussed a possible grievance policy. The board suggested edits and possibly forming a committee to discuss this further.

C. Library Closure Policy

The board discussed updating the library closure policy and suggested edits. The board tabled this for further discussion.

D. Travel policy and Texas Library Association parameters

The board discussed the Texas Library Association conference parameters. The board agreed to pay conference fees, mileage, and per diem for board members.

E. Investment Policy

The board discussed reviewing the investment policy at the next board meeting.

F. Fraternization Policy

The board discussed a possible fraternization policy. The board tabled for further discussion.

G. Whistleblower Policy

The board discussed a possible Whistleblower Policy. The board tabled for further discussion.

III. New library updates

Erica and the board discussed new library updates.

IV. Adjournment

Carol adjourned at 11:13 am.

Reviewed/Corrected/Approved
Tammi Cauthen, Board Secretary

Visitors



Door Count
8049



Volunteer Hours
20.5

Study Rooms

Conference Rooms **74***

Library Booths **30**
down to one study room



Circulation

Total Checkouts **12,886 w/ renewals**

Library Card Holders **11,519**

New Library Cards **159**



Technology

Computer **512**

Wifi Sessions **736**



Makerspace

Laser **34** Cricut **3**

3D Prints **20** Laminator **3**

Poster Printer **95**

Social Media

Facebook Likes **3,012**

Posts **60**

Instagram **555**

Posts **42**

TikTok **291**

Videos **0**



ILL



Received **146**

Shipped **23**

Patrons **63**

Digital Library Resources



1,533



531



0



0



0



1,794



12



16



169



63

Adult

Programs **19**

Attendance **178**

Youth

Programs **43**

Attendance **1549**

Makerspace

Programs **7**

Attendance **78**

Code Club **14**

Total Attendance: 1,805