



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

June 20, 2022

Open to the Public

Regular Meeting: 6:30 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, May 16, 2022
- IV. **Reports**
 - A. Library Report by Circulation Manager and Library Director of notable activities for the District during May 2022 including meetings attended, District business conducted, financial transactions and programs presented.
 - B. Treasurer Report of financial status of the District as of May 31, 2022 including income and expenditures.
 - C. Investment Report on status of the District's Investments and TexPool statements as of May 31, 2022.
 - D. Building Committee Report by Library Director on recent fundraisers and campaign account activity.
- V. **Unfinished Business**
 - A. Policy Update – Tech Agreement
 - B. Policy Update – Conference Rooms
 - C. Policy Update – TexShare cardholders
 - D. Policy Update – Proctoring
 - E. Account Update – adding and removing permissions to Wells Fargo account
 - F. MakerSpace offsite proposals
- VI. **New Business**
 - A. Executive Session pertaining to personnel matters *Texas Government Code, Title 5, Subtitle A, Chapter 551, Section 551.074*
 - B. Auditor John Swain's report from FY21
 - C. Valley View Consulting proposal on investments for public funds
 - D. Avenu Insights proposal for analytics on tax revenue
 - E. Library Logo and website proposal
 - F. Copier contracts for new copiers
 - G. New Credit Card Policy for library staff
- 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

June 20, 2022

Open to the Public

Regular Meeting: 6:30 P.M.

Board of Trustees Members Present: Carol Hafer; Larry Vickers; David McClellan; Tammi Cauthen

Also present: Erica Richardson; Sheryl Akins; Samantha Young

I. Call to Order

Carol called this regular board meeting to order at 6:38 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. Approval of Meeting Minutes - Regular Meeting on Monday, May 16, 2022

David made a motion to approve the meeting minutes from the regular board meeting on May 16, 2022. Larry seconded the motion and the ayes confirmed motion approval and approval of the May 16, 2022, regular board meeting minutes.

IV. Reports

- A. Library Report by Circulation Manager and Library Director of notable activities for the District during May 2022 including meetings attended, District business conducted, financial transactions and programs presented. Sheryl, the Circulation Manager, presented a report on the Circulation Department. Erica presented the library report and discussed library updates.
- B. Treasurer Report of financial status of the District as of May 31, 2022 including income and expenditures. Carol read the May 2022 Treasurer's Report.

Sales Tax	156,829.90
Grants	0.00
Fines, Fees, Royalties	683.83
Library Sales	669.69
Donations/Gifts	0.00
Interest from Bank Accounts	24.07
Interest from TexPool	639.00
Total Income	159,955.16
Total Expenses	(138,029.17)
Net Income	21,925.99
Balance Brought Forward for Month	679,792.61
Bank Adj'd Balance + TexPool	1,868,832.87
Bank Unreported Transactions	(41,411.97)

- C. Investment Report on status of the District's Investments and TexPool statements as of May 31, 2022.
Larry presented the May 2022 Investment Report and noted the continuing increase in the TexPool investment.
- D. Building Committee Report by Library Director on recent fundraisers and campaign account activity.
Erica discussed the update on the building committee including planned fundraisers and possible fundraisers.

V. Unfinished Business

- A. Policy Update – Tech Agreement
Erica presented the updated tech agreement and how this new tech agreement will be utilized.
Tammi made a motion to approve the updated tech agreement. David seconded the motion and the ayes confirmed motion approval and approval of the updated Technological Devices & Special Collections Policy.
- B. Policy Update – Conference Rooms
All board members present agreed to combine the actions on the Conference Room and Texshare cardholder updates. All board members agreed to approve both the Conference Room Policy and the Texshare Card Policy.
- C. Policy Update – TexShare cardholders
All board members present agreed to combine the actions on the Conference Room and Texshare cardholder updates. All board members agreed to approve both the Conference Room Policy and the Texshare Card Policy.
- D. Policy Update – Proctoring
Erica presented the Proctoring policy update and a discussion on no longer proctoring at the library.
Larry made a motion to no longer provide proctoring at the library. David seconded them motion and the ayes confirmed motion approval and approval to no longer provide proctoring at the library.
- E. Account Update – adding and removing permissions to Wells Fargo account
Erica discussed the need to schedule a time for all persons needing to be added to the Wells Fargo account to go to Wells Fargo. Tammi discussed the possibly of needing to make an appointment with Wells Fargo. It was decided for Erica to make an appointment and email all those needing to be present at the appointment.
- F. MakerSpace offsite proposals
Erica presented no update to the portable building nor the MakerSpace offsite proposal. Erica discussed a recent brainstorming with the staff to add another desk space in an office. Erica proposed to spend \$5,000 to purchase necessary office supplies and equipment to add another desk space. Larry made a motion to spend up to \$5,000 to purchase necessary office supplies and equipment to add another desk space. Tammi seconded the motion and the ayes confirmed motion approval and the approval to spend \$5,000 for an additional desk space.

VI. New Business

- A. Executive Session pertaining to personnel matters (*Texas Government Code, Title 5, Subtitle A, Chapter 551, Section 551.074*)
Carol called for the meeting to move into executive session at 7:09 pm.
Carol called for the meeting to move out of executive session and back into regular session at 7:13 pm.
- B. Auditor John Swain's report from FY21
Samantha presented Auditor John Swaim's FY2021 Audit Report Draft. The audit was clean with no findings.
David made a motion to approve the auditor's report for FY2021. Larry seconded the motion and the ayes confirmed motion approval and the approval of Auditor John Swaim's FY2021 Audit Report.
- C. Valley View Consulting proposal on investments for public funds
Erica presented the Valley View Consulting proposal on investments for public funds and RFP assistance. The board discussed the proposal. All board members agreed to not pursue the proposal with Valley View Consulting on investments or RFP assistance.
- D. Avenu Insights proposal for analytics on tax revenue
Erica presented the Avenu insights proposal for analytics on tax revenue. Tammi presented a possibility of

pursuing tax analytics with another company and partnering with Benbrook EDC who is already having their tax revenue analyzed.

E. Library Logo and website proposal

Erica presented a proposal from Library Market for a new library logo, website software and calendar. The board discussed the proposal. David made a motion to approve the proposal from Library Market. Tammi seconded the motion and the ayes confirmed motion approval and approval of the Library Market proposal for a new library logo, website software, and calendar.

F. Copier contracts for new copiers

Erica presented contracts for new copiers from Epic Office Solutions and Stewart Organization. The current copiers are dated and becoming nonfunctional. Larry made a motion to spend \$13,540 for the cash option in Epic Office Solutions copier proposal. Tammi seconded the motion and the ayes confirmed motion approval and approval of the Epic Office Solutions copier proposal cash option.

G. New Credit Card Policy for library staff

Erica presented a new credit card policy for library staff which will allow staff to be issued credit cards instead of using debit cards. Erica proposed all the managers to be issued a card, which are the following staff: Erica Richardson, Miranda Bauer, Charles "Cullen" Dansby, Sheryl Akins, James Whitehead, and Samantha Young. The remaining two librarians would still use the staff debit card.

The board discussed the proposal. The board suggested issuing credit cards to all the managers plus the librarians instead of using debit cards.

Tammi made a motion to issue credit cards to all managers and the two librarians, allowing them to incur debt on behalf of the library. David seconded the motion and the ayes confirmed motion approval and approval of issuing credit cards to the following: Erica Richardson, Library Director; Miranda Bauer, Youth Services Manager; Charles "Cullen" Dansby, Adult Services Manager; Sheryl Akins, Circulation Manager; James Whitehead, Technology and Facilities Manager; and Samantha Young, Library Operations Manager.

VII. **Adjournment**

Larry moved for the meeting to adjourn. David seconded the motion and the ayes confirmed motion approval. Carol adjourned this regular board meeting at 8:20 pm.



Reviewed/Corrected/Approved

David McClellan, Board Secretary



June 2022 Snapshot

Visitors



Door Count **10,785**



Phone Calls **1,680**

Volunteers 267 hours

Study Rooms



Conference Rooms **150**

Library Booths **89**

Circulation



Benbrook Checkouts **19,618**

MetroShare Checkouts **1,319**

Library Card Holders **10,911**

New Library Cards **152**

Technology

Computer **823**

Wifi **867 clients**

Makerspace

Laser **35** Laminator **13**

3D Prints **15** Cricut **0**

Poster Printer **95**



Social Media

Facebook Likes **2,788** Posts **53**

Instagram **443** Posts **32**

TikTok **235** Videos **0**



ILL



Received **132**

Shipped **35**

Patrons **82**

Digital Library Resources



1,350



524



0



1



5



1,570



3



29



103



2

Programs

Adult

Programs **19**

Attendance **286**

Youth

Programs **59**

Attendance **2,946**

Makerspace

Programs **8**

Attendance **99**

Code Club **21**