



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

June 21, 2023

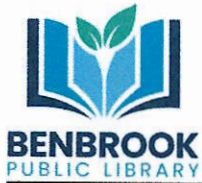
Open to the Public

Regular Meeting: 5:00 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 15, 2023
- IV. **Reports**
 - A. Library Report by Library Director and Circulation Manager of notable activities for the District during May 2023 including meetings attended, District business conducted, and programs presented.
 - B. Treasurer Report of the financial status of the District as of May 31, 2023 including income and expenditures.
 - C. Investment Report on status of the District's Investments and TexPool statements as of May 31, 2023.
- V. **Old Business**
 - A. Consider Employee Handbook updates – Grievance Policy and PTO update
 - B. Technology Devices
 - C. Executive Session pertaining to personnel matters *Texas Government Code, Title 5, Subtitle A, Chapter 551, Section 551.074*
- VI. **New Business**
 - A. Election update
 - B. CyberSecurity Update
 - C. Consider Renovation proposal
 - D. Consider Library Signage quote
 - E. Consider Open Records Policy
 - F. Consider Financial Advisor
 - G. Consider closing Staff Bank Account at Pinnacle Bank
 - H. Campaign Counsel update
 - I. Story Trail update
 - J. FY24 Budget timeline
- 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 21, 2023

Open to the Public

Regular Meeting: 5:00 P.M.

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

I. Call to Order

Carol called this regular board meeting to order at 5:05 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, May 15, 2023

The board discussed the meeting minutes with no corrections. The board approved the Regular Meeting Minutes from the Monday, May 15, 2023, by acclimation.

IV. Reports

- A. Library Report by Library Director and Circulation Manager of notable activities for the District during May 2023 including meetings attended, District business conducted, and programs presented.
Erica presented the Library Report.
- B. Treasurer Report of financial status of the District as of May 31, 2023, including income and expenditures.
Rachel read the May 2023 Treasurer Report.

Sales Tax	209,510.49
Grants	0.00
Fines, Fees, Royalties	568.89
Library Sales	804.72
Donations/Gifts	1,030.08
Interest from Bank Accounts	1,025.17
Interest from TexPool	5,518.61
Capital Campaign Contributions	669.84
Total Income	219,127.80
Total Expenses	(159,843.68)
Net Income	59,284.12
Balance Brought Forward for Month	754,470.17
Bank Adj'd Balance + TexPool	1,990,065.62
Bank Unreported Transactions	(24,273.40)

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

V. Old Business

- A. Consider Employee Handbook updates – Grievance Policy and PTO update
Erica presented the Grievance Policy and PTO Update. The board discussed the grievance policy and requested changes. Carol motioned to accept the grievance policy as presented with the changes discussed. Tammi seconded the motion. The unanimous ayes confirmed motion approval and approval of the Grievance Policy. The board discussed the PTO update. Carol motioned to accept the PTO update as presented. Christina seconded the motion. The unanimous ayes confirmed motion approval and approval of the PTO update.
- B. Technology Devices
Erica presented the technology devices update. Rachel and Christina decided to use the new laptops. Carol and Larry decided to keep the current tablets.
- C. Executive Session pertaining to personnel matters *Texas Government Code, Title 5, Subtitle A, Chapter 551, Section 551.074*
Carol called to go in executive session at 5:27 pm.
Carol called to move out of executive session at 5:39 pm.

VI. New Business

- A. Election Update
Samantha presented election update. The board discussed the election update.
- B. CyberSecurity Update
Erica presented the CyberSecurity update. The board discussed the update.
- C. Consider Renovation Proposal
Erica presented the Renovation Proposal with bids from two contractors. The board discussed the renovation proposal. The board tabled any further decision and discussion until a timeline is known and a quote with updated information.
- D. Consider Library Signage quote
Erica presented the FastSigns quote for the new library signage with the new logo. The board discussed the quote for the new library signage with the new logo. The board agreed to table any further discussion and decision until the quote is updated with a new sign for the building that doesn't blend in with the building.
- E. Consider Open Records Policy
Erica presented the open records policy. The board discussed the Open Records Policy. Tammi made a motion to accept the Open Records Policy as presented with the exception of the duplicated paragraph. Christina seconded the motion. The unanimous ayes confirmed motion approval and approval of the Open Records Policy.
- F. Consider Financial Advisor
Erica presented the possibility to engage Government Capital for debt service and Financial Advising services. The board discussed engaging Government Capital. The board agreed for Government Capital to attend the July 2023 regular board meeting.
- G. Consider closing Staff Bank Account at Pinnacle Bank
Erica recommended closing the staff bank account since it is no longer used. Rachel moved to close the Staff Account at Pinnacle Bank. Christina seconded the motion. Tammi abstained from voting. All other ayes

confirmed motion approval and approval to close the Staff Bank Account at Pinnacle Bank.

H. Campaign Counsel update

Erica presented the Campaign Counsel update. There will soon be an internal audit from Campaign Counsel. The board discussed the update.

I. Story Trail update

Erica presented the Story Trail update. The board discussed the Story Trail update.

J. FY24 Budget timeline

Erica presented the FY24 Budget timeline. The board discussed the FY24 Budget Timeline.

VII. Adjournment

Carol moved to adjourn. The unanimous ayes confirmed motion approval and adjournment of this regular board meeting at 6:26 pm.



Reviewed/Corrected/Approved

Tammi Cauthen, Board Secretary



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

June 21, 2023

Open to the Public

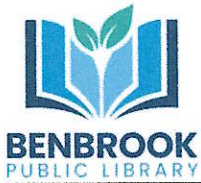
Special Meeting on Zoom: 9:30 A.M.

Zoom Link: <https://us02web.zoom.us/j/88632390811?pwd=b0s4NzhWakJKTUVF4R05OaVJWdUVTZz09>

ALL AGENDA ITEMS ARE SUBJECT TO FINAL ACTION

- I. **Call to Order**
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- III. **Old Business**
 - A. Consider Renovation Proposal
- IV. **New Business**
 - A. Consider Tech Agreement
 - B. Consider Internet Policy
- V. **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 27, 2023

Open to the Public

Special Meeting on Zoom: 9:30 A.M.

Zoom Link: <https://us02web.zoom.us/j/88632390811?pwd=b0s4NzhWakJKTvF4R05OaVJWdUVTZz09>

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

I. Call to Order

Carol called this regular board meeting to order at 9:36 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.
There was no public comment.

III. Old Business

A. Consider Renovation Proposal

Christina motioned to accept the renovation proposal as written. Larry seconded the motion. All ayes confirmed motion approval and approval of the renovation proposal.

IV. New Business

A. Consider Tech Agreement

Erica presented the updated Tech Agreement to include a liability waiver. Christina motioned to accept the Technological Devices and Special Collections Policy with the included updates. Tammi seconded the motion. All ayes confirmed motion approval and approval of the updated Tech Agreement.

B. Consider Internet Policy

Erica presented the updated Internet & Wireless Network Use Policy that will be posted on the Library's website. Tammi motioned to accept the updated Internet Policy. Christina seconded the motion. All ayes confirmed motion approval and approval of the updated Internet Policy.

V. Adjournment

Larry motioned to adjourn the meeting. Christina seconded the motion. All ayes confirmed motion approval and adjournment of this special meeting at 9:52 am.

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.

Reviewed/Corrected/Approved
Tammi Cauthen, Board Secretary

Visitors



Door Count
12,512



Volunteer Hours
393.25

Study Rooms

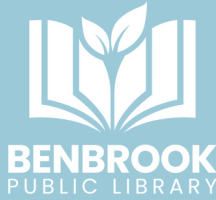
Conference Rooms 82*

Library Booths **75**

*down to one study room



Circulation



Total Checkouts **21,201 w/ renewals**

Library Card Holders **12,274**

New Library Cards **299**

Technology

Computer **777**

Wifi Sessions **907**



Makerspace

Laser **61** Cricut **9**

3D Prints **70** Laminator **10**

Poster Printer **98**

Social Media

Facebook Likes **3,680**

Posts **72**

Instagram **669**

Posts **17**

TikTok **325**

Videos **3**



ILL



Received **170**

Shipped **57**

Patrons **73**

Digital Library Resources



1,646



643



0



7



3



1,936



0



7



221



163

Adult

Programs **22**

Attendance **282**

Youth

Programs **61**

Attendance **3,260**

Makerspace

Programs **13**

Attendance **201**

Code Club **55**

Total Attendance: 3,798