

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

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***May 8, 2023***

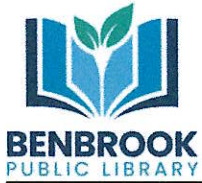
Open to the Public

Special Meeting: 5:30 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. **Old Business**
  - A. Campaign Counsel contract for fundraising consultant
- IV. **New Business**
  - B. Presentation by Maureen Arndt from 720 Design
  - C. Executive Session pertaining to personnel matters *Texas Government Code, Title 5, Subtitle A, Chapter 551, Section 551.074*
- 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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***May 8, 2023***

Open to the Public

Special Meeting: 5:30 P.M.

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

**I. Call to Order**

Carol called this regular board meeting to order at 5:27 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. Old Business**

**A. Campaign Counsel contract for fundraising consultant**

Erica presented the Campaign Counsel contract for fundraising consultant. The board reviewed the contract and tabled further review until the ownership of the deliverables is known.

**IV. New Business**

**A. Presentation by Maureen Arndt from 720 Design**

Maureen Arndt gave a presentation on work performed for Benbrook Library District. Maureen and the board toured the library to discuss potential improvements in the workflow.

**B. 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 6:35 pm.

Carol called to move out of executive session at 7:20 pm.

**V. Adjournment**

Rachel moved to adjourn this special board meeting. Larry seconded the motion. The unanimous ayes of the board confirmed motion approval and adjournment of this regular meeting at 7:21 pm.

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Reviewed/Corrected/Approved

Tammi Cauthen, Board Secretary



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

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***May 15, 2023***

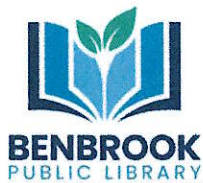
Open to the Public

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, April 17, 2023
- IV. **Reports**
  - A. Library Report by Library Director and Youth Services Manager of notable activities for the District during April 2023 including meetings attended, District business conducted, and programs presented.
  - B. Treasurer Report of the financial status of the District as of April 30, 2023 including income and expenditures.
  - C. Investment Report on status of the District's Investments and TexPool statements as of April 30, 2023.
- V. **Old Business**
  - A. Consider Employee Handbook updates
  - B. Consider Campaign Counsel contract
  - C. Technology Devices
- VI. **New Business**
  - A. Executive Session pertaining to real property issues Texas Government Code, Title 5, Subtitle A, Chapter 551, Section 551.072
  - B. Consider Collection Development Policy
  - C. Consider VoIP phones through Alturra Technology
  - D. TLA 2023 Report
  - E. Consider Phase 1 Renovations
  - F. Consider vending machine purchase
  - G. Consider moving June Meeting to Monday, June 26th
- 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

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***May 15, 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; Miranda Bauer

**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.  
There was no public comment.

**III. Approval of Meeting Minutes** - Regular Meeting on Monday, April 17, 2023

Tammi motioned to approve the meeting minutes from the April 17 regular meeting. Christina seconded the motion. All ayes confirmed motion approval and approval of the April 17 regular meeting minutes.

**IV. Reports**

- A. Library Report** by Library Director and Youth Services Manager of notable activities for the District during April 2023 including meetings attended, District business conducted, and programs presented.  
Miranda presented updates on the Youth Services Department. Erica presented the Library Report. The board discussed the reports.
- B. Treasurer Report** of financial status of the District as of April 30, 2023, including income and expenditures.  
Rachel read the April Treasurer Report.

Sales Tax	147,684.87
Grants	0.00
Fines, Fees, Royalties	485.42
Library Sales	669.52
Donations/Gifts	500.00
Interest from Bank Accounts	925.26
Interest from TexPool	5,094.14
Capital Campaign Contributions	3,741.318
Total Income	159,100.39
Total Expenses	(210,093.90)
Net Income	(50,993.51)
Balance Brought Forward for Month	753,791.97
Bank Adj'd Balance + TexPool	1,930,746.47
Bank Unreported Transactions	(70,487.11)



- C. Investment Report on status of the District's Investments and TexPool statements as of April 30, 2023.  
Larry read the April Investment Report.

## V. Old Business

- A. Consider Employee Handbook updates  
Erica presented the Employee Handbook updates and the policies that are still pending.
- B. Consider Campaign Counsel contract  
Erica presented the updated Campaign Counsel contract for Campaign planning. Carol motioned to accept and sign the Campaign Counsel contract. Christina seconded the motion. All ayes confirmed motion approval and approval of the Campaign Counsel contract.
- C. Technology Devices  
Erica presented the Technology Devices update. The board discussed the Technology Devices update.

## VI. New Business

- A. 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 5:02 pm.  
Carol called to move out of executive session at 5:08 pm.
- B. Consider Collection Development Policy  
Erica presented an updated Collection Development Policy and Reconsideration form. The board discussed the updated Collection Development Policy and Reconsideration form. Christina moved to accept the Collection Development Policy as revised. Rachel seconded. All ayes confirmed motion approval and approval of the Collection Development Policy with the board's revisions.
- C. Consider VoIP phones through Alturra Technology  
Erica presented the VoIP install and service quotes. The board discussed the quotes from Alturra. The board decided to table moving forward with the quotes and will consider it again later in the year.
- D. TLA 2023 Report  
Erica presented the TLA 2023 Report. The board discussed the report.
- E. Consider Phase 1 Renovations  
Erica gave updates on Phase 1 Renovations and is awaiting quotes. The board discussed the updates.
- F. Consider vending machine purchase  
Erica presented the vending machine purchase proposal to replace the current vending machine. Christina moved to purchase the vending machine. Rachel seconded the motion. All ayes confirmed motion approval and approval of purchasing the vending machine.
- G. Consider moving June Meeting to Monday, June 26<sup>th</sup>  
Erica suggested moving the board meeting from the usual date of June 19<sup>th</sup> to June 26<sup>th</sup> because of the Chamber golf tournament. Christina asked to move the meeting to 5pm. Tammi suggested moving the meeting to June 21<sup>st</sup>. The board agreed to move the board meeting to Wednesday, June 21<sup>st</sup> at 5pm.

VII. Adjournment

Christina moved to adjourn this regular board meeting. Larry seconded the motion. All ayes confirmed motion approval and this regular board meeting was adjourned at 5:40 pm.



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Reviewed/Corrected/Approved

Tammi Cauthen, Board Secretary

## Visitors



Door Count  
**8,780**



Volunteer Hours  
**69**

## Study Rooms

Conference Rooms **88\***

Library Booths **60**

\*down to one study room



## Circulation



Total Checkouts **15,693 w/ renewals**

Library Card Holders **11,975**

New Library Cards **155**

## Technology

Computer **684**

Wifi Sessions **838**



## Makerspace

Laser **65** Cricut **12**

3D Prints **16** Laminator **5**

Poster Printer **100**

## Social Media

Facebook Likes **3,637**

Posts **62**

Instagram **636**

Posts **23**

TikTok **347**

Videos **1**



## ILL



Received **111**

Shipped **26**

Patrons **63**

## Digital Library Resources



**1,638**



**586**



**1**



**3**



**1**



**1,975**



**0**



**16**



**187**



**75**

## Adult

Programs **24**

Attendance **226**

## Youth

Programs **51**

Attendance **1,872**

## Makerspace

Programs **3**

Attendance **110**

Code Club **9**

**Total Attendance: 2,217**