



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

March 12, 2022

Open to the Public

Special Meeting: 9:00 A.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. **Old Business**
 - A. Consider Library Director employment agreement
- VI. **New Business**
 - A. Executive Session pertaining to personnel matters *Texas Government Code, Title 5, Subtitle A, Chapter 551, Section 551.074*
 - B. Consider bank account permissions
- 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 76126

March 12, 2022

Open to the Public

Special Meeting: 9:00 A.M.

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

I. Call to order:

Carol called this special board meeting to order at 9:04 am.

II. Public Comment:

A. No Public Comment

III. Old Business

A. Consider Library Director employment agreement

IV. 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 go into executive session at 9:04 am.

Carol called for the meeting to come out of executive session at 10:18 am.

B. Consider bank account permissions

The board discussed who should have permission to access bank accounts.

David moved to add Larry Vickers and Samantha Young to all financial and investment opportunities and to add Erica as the administrator to online banking so she can add rights and transfer signers. Rachel seconded the motion and the ayes confirmed motion approval.

V. Adjournment

Rachel moved to adjourn this special board meeting. David seconded the motion and the ayes confirmed motion approval. Carol adjourned this regular board meeting at 10:23 am.

David McClellan

Reviewed/Corrected/Approved
David McClellan, Board Secretary



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

March 21, 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 Session – February 21, 2022 Special Meeting March 12, 2022
- IV. **Reports**
 - A. Report by Technology Manager and Interim Library Director of notable activities for the District during February 2022 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 February 28, 2022 including income, expenditures, and accounting reports.
- V. **New Business**
 - A. Executive Session pertaining to personnel matters *Texas Government Code, Title 5, Subtitle A, Chapter 551, Section 551.074*
 - B. Consider Library Director contract
 - C. Consider Investment Policy
 - D. Review budget update
 - E. Consider capital funds account
 - F. Consider state report
 - G. Consider cleaning contract bids
 - H. Consider building plan for workflow adjustments
 - I. Consider providing budget for building committee
 - J. Consider auditor engagement letter
 - K. Consider Paychex time keeping system and HR solutions

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 76126

March 21, 2022

Open to the Public

Regular Meeting: 6:30 P.M.

Board of Trustees Members Present: Carol Hafer; David McClellan; Larry Vickers; Rachel Moore;
Also Present: Erica Richardson; James Whitehead

I. Call to order:

Carol called this regular board meeting to order at 6:37 pm.

II. Public Comment:

A. No public comment.

III. Approval of Meeting Minutes:

A. David moved to accept the minutes from the February 21, 2022, regular board meeting and the March 12, 2022, special meeting. Larry seconded the motion and the ayes confirmed motion approval.

IV. Reports:

A. Library Report:

Erica presented the Interim Library Director Report. James presented

B. Investment Officer Report:

Report pending

C. Treasurer's Report:

Sales Tax	176,310.56
Grants	0.00
Fines, Fees, Royalties	769.14
Library Sales	511.54
Donations/Gifts	1,650.00
Interest from Bank Accounts	21.99
Interest from TexPool	58.52
Total Income	179,321.75
Total Expenses	(114,337.72)
Net Income	64,984.03
Balance Brought Forward for Month	671,057.08
Bank Adj'd Balance + TexPool	1,898,437.35
Bank Unreported Transactions	(29,762.32)

Rachel read the Treasurer's 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 for the meeting to move into executive session at 7:19 pm.
Carol called for the meeting to move out of executive session at 7:43 pm.

B. Consider Library Director contract.

The board reviewed the Library Director contract from Erica Richardson. Larry made a motion to accept the Library Director employee agreement with Erica Richardson. Rachel seconded the motion, and the ayes confirm motion approval making Erica Richardson the current Library Director.

C. Consider Investment Policy

Larry presented updates to the investment policy and the board discussed the investment policy. Rachel moved the table the Investment Policy for further review and discussion at the next board meeting. David seconded the motion, and the ayes confirm motion approval

D. Review budget update

Erica presented a budget review for revisions to the budget that will be presented at another board meeting. The board discussed possible budget revisions.

E. Consider capital funds account

The board discussed opening a new account for building donation funds.

F. Consider state report

Erica reported at the Library State report has been turned in for accreditation.

G. Consider cleaning contract bids

The board discussed three cleaning contract bids. Larry proposed to table the contract agreement until the next regular board meeting. Rachel seconded the tabling of the contract bids and the ayes confirmed approval.

H. Consider building plan for workflow adjustments

Erica proposed a plan to adjust workflow. James discussed a bid to build a divider.

David made a motion to request a proposal from Schuester to construct the divider, move the desk, and finish the area out as needed. Larry seconded and the ayes confirmed motion approval.

I. Consider providing budget for building committee

Erica recommended to set aside \$10,000 to the building committee to enable them to begin raising money for the new library. The board considers that recommendation to be a good idea.

J. Consider auditor engagement letter

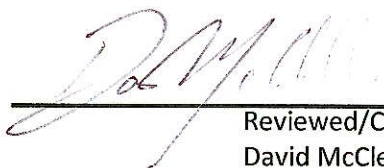
Erica presented the auditor engagement letter and gave an update to finding an auditor. Rachel moved to accept the auditor's engagement letter. David seconded the motion, and the ayes confirm motion approval.

K. Consider Paychex time keeping system and HR solutions

Erica presented the Paychex time keeping and HR solutions. Larry moved to accept the contract with Paychex for payroll processing. Rachel seconded the motion and the ayes confirmed motion approval.

VI. Adjournment:

Larry moved for the meeting to adjourn. Rachel seconded and the ayes confirmed motion approval. Carol adjourned this regular board meeting at 8:50 pm.



Reviewed/Corrected/Approved
David McClellan, Board Secretary



March 2022 Snapshot

Visitors



Door Count 7,502



Phone Calls 808

Volunteers 50 hours

Study Rooms



Conference Rooms 116

Library Booths 57

Circulation



Benbrook Checkouts 13,304

MetroShare Checkouts 1,154

Library Card Holders 10,911

New Library Cards 152

Technology

Computer 473

Wifi 791 clients

Makerspace

Laser 35 Cricut 6

3D Prints 22 Laminator 6

Poster Printer 74



Social Media

Facebook Likes 2,624 Posts 55

Instagram 398



Posts 14

TikTok 207

Videos 0

ILL



Received 144

Shipped 40

Patrons 62

Digital Library Resources



1,252



300



12



0



1



1,336



0



21



74



2

Programs

Adult

Programs 18

Attendance 223

Youth

Programs 51

Attendance 1,910

Makerspace

Programs 3

Attendance 55

Code Club 74