

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

Open to the Public

April 20, 2020

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**

March 16, 2020

**IV. Reports**

- A. Report by Library Director of notable activities for the District during March 2020, including meetings attended, District business conducted, financial transactions, programs presented, and progress in the application of technology to library services.
- B. Investment Officer, Board of Trustees, Report of Status of the District's Investments & TexPool statements as of March 31, 2020.
- C. Treasurer, Board of Trustees, Report of financial status of the District as of March 31, 2020 including income, expenditures, and accounting reports.

**V. Old Business**

- A. Other new business

**VI. New Business**

- A. Report by long range planning committee
- B. Executive Session per Section 551.072 to discuss real estate
- C. Consider extending library closure
- D. Other new business

**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 meeting 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**  
BENBROOK LIBRARY DISTRICT  
BOARD OF TRUSTEE  
April 20, 2020  
Benbrook Public Library  
1065 Mercedes Street  
Benbrook, Texas 76126

**This meeting was held virtually, via videoconference hosted on ZOOM**  
Regular Meeting at 6:30 pm

Members Present: Roy "Corky" Baird; Carol Hafer; Anita Mitchell; Rachel Moore, Larry Vickers;

Also Present: Steve Clegg; David McClellan

**I. Call to order:**

At 6:38 pm Carol welcomed everyone and called to order the April meeting of BPL Board of Trustees.

Carol quoted from a March 16, 2020 announcement whereby Governor Abbott granted the office of Attorney General's request for temporary suspension of certain open-meeting statutes. This suspension will allow for telephone or video conference meetings of governmental bodies that are accessible to the public in an effort to reduce in-person meetings that assemble large groups of people.

In accordance with section 418.016 of the Texas Government Code, Governor Abbott has suspended various provisions that require government officials and members of the public to be physically present at a specified meeting location. This temporary suspension will leave important open meeting protections in place.

A quorum is required and is met via Zoom, Carol further explained.

**II. Public Comment:**

At this time Carol mentioned that this trustee meeting has a visitor present – David McClellan of the Friends of the Benbrook Library.

There was no other public presence for comment.

**III. Approval of Meeting Minutes:**

There were no March meeting minutes presented for approval.

**IV. Reports:**

A. Report from Library Director. Steve opened by updating trustees regarding funds from the state and asked Corky if he was ready to present the Investment Report. BLD is now at 73% of total income for the year, Steve explained. Steve further offered that the agenda was kept as

routinely done, although we don't have minutes, library report, or treasurer's report. Due to employee comings and goings and receiving bank statements later than usual, the accounting firm was told they didn't need to have March financials to us at the usual time.

- B. Carol asked if Rachel had anything else to offer. There was no Treasurer's Report for March.
- C. Investment Officer Report for March 2020 was given by Corky, who pointed out that BLD had the best month ever. There was growth in all accounts.

Carol thanked Corky.

V. **Old Business: None to discuss**

VI. **New Business:**

- A. Carol offered that the Long-Range Planning committee was unable to meet in April but will meet soon and bring findings back to the board.

Carol clarified and confirmed that Larry Vickers is the new board secretary since Christina's departure.

- B. Library Closure(s):

Steve proceeded to explain BLD's plans. BLD could open for limited service (as non-essential retailers are). BLD will provide curbside or delivery services to patrons. No patrons would be entering the building. How would that work for BLD? BLD will open with limited hours. (Book drops have been locked for 2 weeks.) There will not be courier service between libraries and Amigos courier has been halted as well.

Steve further explained that the FW Library is closed through May 31<sup>st</sup> (same as school district). However, the Benbrook Library is not designed to have our full complement of books here at one time, which is an issue because there has been no courier service and no holds. Fort Worth Library has suggested that patrons hold on to items they've borrowed till January. Steve has agreed to this, although he doesn't agree that BLD should stay closed that long.

- C. Protection for employees. Anita offered that since the library has employees who are older, a mask and gloves should be provided. Steve explained that BLD has tried to purchase masks, but they aren't available. Gloves and hand sanitizer is being provided. Anita suggested that a vendor on Etsy may be selling masks.
- D. Steve reported that he will be emailing an Excel sheet about what other libraries are doing in this present situation. Carol described how she has had conversations with public librarians whose libraries have remained open from the onset of the lockdown.

Steve offered that as we start rolling out new procedures, he will notify the board.

Corky made motion that BLD extend closure through May 1<sup>st</sup> and Anita seconded. There were

no opposing votes. Motion carried.

VII. **Adjournment:**

Carol mentioned again that there will be a Long-Range Planning Meeting (members: Carol, Anita, and Rachel) Friday, April 24<sup>th</sup> and an Executive Session also.

There being no further comments, Corky moved that the meeting be adjourned, and both Rachel and Anita seconded the motion. All agreed.

Larry Vickers  
Reviewed/Corrected/Approved  
Larry Vickers, Board Secretary