

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

Open to the Public

April 19, 2021

Regular ZOOM 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 and Executive Session – March 22, 2021

Executive Session – March 22, 2021

IV. Reports

- A. Report by Library Director of notable activities for the District during March 2021, 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, 2021.
- C. Treasurer, Board of Trustees, Report of financial status of the District as of March 31, 2021 including income, expenditures, and accounting reports.

V. Old Business

- A. Other old business

VI. New Business

- A. Presentation of FY2020 Audit Report
- B. Executive Session to discuss real property issues (per Texas Government Code, Section 551.072)
- C. Consider corrections to Treasurer's Reports
- D. Consider library policy updates
- E. Consider 2021-2025 strategic plan
- F. Consider adding Julie Alvarez to Pinnacle Bank-Staff account and issue debit card
- G. Consider adjustment to paid time off (PTO) policy
- H. Consider transfer of stage system and computer carrels to the Friends for resale
- I. 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 TRUSTEES

April 19, 2021

Benbrook Public Library District

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; David McClellan; Rachel Moore; Larry Vickers;

Also Present: Steve Clegg; Erica Richardson; Jerry Bolz; Ryan Lunsford; Slate Howe of Worth Commercial Real Estate; Tammi Cauthen and Anita Grogan from Pinnacle Bank

I. Call to order:

Carol called this regular board meeting to order at 6:35 pm.

II. Public Comment:

A. No public comment.

III. Approval of Meeting Minutes:

A. Larry made a motion to approve the minutes from the March 22, 2021 regular and executive session meetings. Corky seconded the motion and the motion was passed by acclamation.

IV. Reports:

A. Library Director Report:

Steve mentioned there had not been any changes to the report and paused for comment.

Larry asked if the water leak was based upon the freeze. Steve said he was not sure, but it could have been. The leak is in the patio area. It is turned off and the library is still waiting on a plumber to come out.

B. Investment Officer Report:

Corky did not send a report. The only thing to report was the sales tax receipt for the month was low, coming in at \$101,000. Corky has a four-month report to send and he plans to catch up on his detailed reports.

C. Treasurer's Report:

Sales Tax	114,457.74
Grants	0.00
Fines, Fees, Royalties	992.46

Library Sales	526.53
Donations/Gifts	0.00
Interest from Bank Accounts	66.50
Interest from TexPool	19.18
Total Income	116,062.41
Total Expenses	(104,701.20)
Net Income	11,361.21
Balance Brought Forward for Month	622,159.69
Bank Adj'd Balance + TexPool	1,736,553.80
Bank Unreported Transactions	(92,492.13)

Rachel read the treasurer's report.

V. Old Business:

- A. No other old business.

VI. New Business:

- A. Presentation of FY2020 Audit Report.

Auditors were not in attendance at this meeting.

- B. Executive Session to discuss real property issues (per Texas Government Code, Section 551.072)

Carol announced to move out of regular session and into executive session at 6:41 pm.

Carol announced to move out of executive session and into regular session at 7:27 pm.

- C. Consider corrections to Treasurer's Reports

Steve sent corrected treasurer's reports and shared screen to discuss errors.

Steve will correct the errors and repost on the web. In the future, there should always be two eyes looking at the reports to prevent any errors or mistakes.

- D. Consider library policy updates

Steve mentioned the revised Circulation Policy removes MetroPAC references and updates procedures post-COVID.

The InterLibrary Loan revised policy reflects removed MetroPAC references.

The In-Library Laptop Loan Program Agreement reflects updates to refer people wanting longer times with the computers to the laptops. The automation session on the computers will interrupt the session. The people needing longer time, or an uninterrupted session will be referred to a laptop. The new policy covers people with guest accounts as well.

The Appearance and Hygiene policy is a new policy to define employee appearance and hygiene since the library is growing. In the Appearance and hygiene policy, employees are told to dress for the public and not be too distracting. There are exceptions for special events and programming as well as the hotter summer months.

Corky asked if it was time to do another survey and asked if the public was happy. Steve mentioned that would be part of the needs assessment. The strategic plan can be published so the public can see it and then survey about the steps going forward.

Rachel moved to accept all policy updates and Corky seconded. The ayes confirmed motion approval and approval of policy updates.

E. Introduction to 2021-2025 strategic plan

Steve sent an updated version of the strategic plan the day of the board meeting to update the community and associations of the library. Carol liked what Steve added.

Steve gave treatment to where they sit with peer libraries of similar size and projected size.

Steve would like to get the strategic plan in a published format. Steve mentioned they can send the plan to a graphic designer and publish it, to make it a public document.

Carol and Steve discussed various corrections and questions about the strategic plan.

Steve will adjust the strategic plan, as necessary.

Carol would like to see what they can do for continuing education for the library board. Steve mentioned there is the North Texas Council of Governments that has training opportunities.

Steve will send a link to the board members.

Carol mentioned she is a member of a library organization. All board members can sign in to the TLA and ALA. Carol mentioned they have meetings specifically for board trustees.

Carol asked if the library has a collection development policy. The library has a policy that discusses how they choose materials, but it does not list the funds allocated for it.

Erica mentioned Fort Worth is no longer taking donations. Benbrook Library has seen a huge influx in donations and will have a friend's sale soon.

Steve will make changes and bring the strategic plan back in a further meeting for formal adoption.

F. Consider adding Julie Alvarez to Pinnacle Bank-Staff account and issue debit card

Steve, the librarians, and possibly a trustee or two would have to go into Pinnacle Bank to sign a new card. The staff account is an account that has a low balance for routine spending for the librarians.

David moved to add Julie Alvarez to the Pinnacle Bank-Staff account. Larry seconded the motion. The ayes confirmed motion approval and approval to add Julie to the Pinnacle Bank-Staff account.

G. Consider adjustment to paid time off (PTO) policy

Erica explained that the current policy accrues monthly. The new policy would accrue along with the pay periods and clean up unfriendly decimals.

Larry moved to accept the PTO policy as presented by Erica. Rachel seconded. The ayes confirmed motion approval and approval of the new PTO policy.

H. Consider transfer of stage system and computer carrels to the Friends for resale

Due to the value of these items, Steve is presenting this to the board to decide. There is the stage and three computer carrels, where the booths were. The library needs the space more than they need the stage and carrels and sees no future need for these items.

After discussion, Carol approved to give the stage and computer carrels to the Friends.

I. Other new business.

No other new business.

VII. **Adjournment:**

Corky moved to adjourn this regular board meeting at 8:05 pm. All confirmed adjournment.

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



April 2021 Snapshot

Visitors



Door Count
5,633



Phone Calls

Study Rooms



No Hours
:(

Circulation



Total Checkouts **9,682 w/ renewals**

Library Card Holders **10,709**

New Library Cards **93**

Technology

Computer **697**

Wifi **1,681**

Makerspace

Laser **50** Cricut **4**

3D Prints **19**

Poster Printer **98**

Social Media



Facebook Likes **2,467**

Twitter **194**

Instagram **332**

TikTok **109**



Posts **59**

Tweets **0**

Posts **21**

Videos **1**

ILL



Received **222**

Shipped **239**

Patrons **88**

Digital Library Resources



1,631



193



6



1



2



1,076



0



35



15

CuriosityStream *****

Programs

Adult

Programs **7**

Virtual Attendance **28**

Youth

Virtual **17**

Views **71**

In Person **2**

Attendance **22**

Makerspace

Programs **1**

Engaged **40**

***Pending**