

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

Open to the Public

August 24, 2020

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**

July 20, 2020

**IV. Reports**

- A. Report by Library Director of notable activities for the District during July 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 July 31, 2020.
- C. Treasurer, Board of Trustees, Report of financial status of the District as of July 31, 2020 including income, expenditures, and accounting reports.

**V. Old Business**

- A. Consider ILS vendor reassignment from MetrOPAC-based Polaris to Bywater Solutions Inc.- Koha open source
- B. Other old business

**VI. New Business**

- A. Report by Kirk and Richardson on FY2019 audit
- B. Consider design concept from O'Flinn Design Group
- C. Consider resolution regarding the November general election
- D. Consider adjusting signature authorities for the library's banking accounts
- E. Consider privacy policy for library mobile app(s) and online interfaces
- F. Consider contract with ByWater Solutions for Aspen Discovery
- G. Consider CloudLibrary Agreement
- H. Presentation of preliminary FY2021 budget
- I. Executive Session to discuss personnel and real property issues (per Texas Government Code, Sections 551.074 and 551.072 respectively)
- J. 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

August 24, 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; Rachel Moore; Larry Vickers

Also Present: Steve Clegg and Guests Larry O'Flinn and Samit Patel

I. **Call to order:**

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

II. **Public Comment:**

Carol stated that there were guests attending the meeting, and so she asked if there was any public comment. There was none.

III. **Meeting Minutes:**

Carol introduced meeting minutes as next topic. Rachel and Larry were asked if they had reviewed the minutes. After further review, Rachel made motion to accept July meeting minutes as presented. Larry seconded this motion and motion carried unanimously.

IV. **Reports:**

A. Library Director:

Carol asked if there was anything that Steve would like to point out to everyone. Steve explained that the topics of this month's report are primarily migration, virtual program activity, and trustee candidate applications.

At this point, Carol commented how glad she is to see the STEM Coordinator reaching out to people.

Steve mentioned eRate reimbursements for network connections and internet has come in and has been classified as grants.

Carol asked if there were any comments about the Library Director report. There being no further discussion, meeting proceeded.

B. Investment Officer:

Carol stated that although the Investment Officer was not in the meeting yet, the report has been sent for all to see. Everyone agreed that money from the state is still healthy.

C. Treasurer's Report:

Rachel presented the July Treasurer's reports:

Sales Tax	130,633.06
Grants	20,490.73
Fines, Fees, Royalties	163.62
Library Sales	439.31
Donations/Gifts	450.50
Interest from Bank Accounts	84.69
Interest from TexPool	213.25
Total Income	152,475.16
Total Expenses	(104,667.59)
Net Income	47,807.57
Balance Brought Forward for Month	568,484.93
Bank Adj'd Balance + TexPool	1,742,492.22
Bank Unreported Transactions	(83,197.12)

Carol asked if there were any questions or comments regarding the Treasurer's report. There was none.

V. Old Business:

A. Consider ILS vendor reassignment from MetrOPAC-based Polaris:

Data extraction continues to be the wild card in BLD's reassignment from MetrOPAC, Steve offered. There is a new set of charges for the exit services. Steve reminded everyone that BLD has already paid for the extraction fee. FW Library has been asked to hold that check until they are ready to invoice BLD. There will be an additional \$5,200 fee for removal of BLD's patron profiles. An addendum to the agreement had to be created and Steve received it today, August 24<sup>th</sup>. It will be hard for us to get this done by November 16<sup>th</sup>, Steve explained. There is a contingency plan for BLD to try and pull the patron data.

Steve further explained that people from ByWaters are planning a live demonstration of the Koha product to several of BLD's former partners in MetrOPAC. Steve mentioned that if the former partners are interested in re-constituting a consortium model, BLD would be agreeable to this.

At this point, Corky joined the meeting and Carol brought him up to date on what had been discussed.

Carol asked if there were any questions regarding old business. There was none.

B. There was no further old business.

**VI. New Business:**

A. Report by Kirk and Richardson on FY2019 audit:

Carol explained that this is postponed until next board meeting.

B. Design concept from OPC (O'Flinn-Patel Collaborative) Design Group:

Carol invited both Mr. O'Flinn and Mr. Patel to talk to the board about the Discovery Garden design concept. First Larry O'Flinn began by stating that he and Samit proceeded with a linear concept design after meeting with the board in February 2020. The plan is to get further input from the board in order to see where to go from here.

Steve screen-shared the color design plans while Mr. Patel presented some possible features such as – a gate as a celebrated entry to the Discovery Garden (which demonstrates what this garden is and allows kids to run free), raised planter beds possibly on casters, an active play area and possibly a splash pad. Samit explained that with the linear design they were able to subdivide into three sections and this will enable phasing, so that implementation can be spread out over time.

The active play area might include balance beams, logs, and music instruments appropriate for interconnectivity with nature. Samit further explained that there could be a gazebo for small groups or an amphitheater towards the back, with rustic benches. The pathway could be a fund-raising opportunity and the raised planter beds could be a community project. The shaded area with play elements could help kids eventually be able to play together. With the water turned off, the splash pad could also serve as another gathering place. Carol said the concept is beautiful and exciting. Carol also asked whether the garden could be started before anything is done about the parking. Mr. Patel explained that option 1 for Phase 1 could be the gazebo or option 2 for Phase 1 could be the trees and then pieces added as we go along. Samit mentioned that the added trees would be like a ceiling for the area and can be tailored to this unique space.

Carol mentioned how much she liked the walkway defining where adults will want to walk. Steve was also agreeable to the phasing option. Corky asked if there is something like this in the area which we could walk through. Mr. Patel offered that there are places which have various characteristics matching this garden. Larry said that this week or next he will get the names of possible places for trustees to visit.

One of the features trustees most liked about the Discovery Garden's concept was the possible phasing of different sections. Carol said the idea of starting on the north end of the property and kind of moving toward the library is great. Samit mentioned that the trees also offer the opportunity for memorials and donations which generates excitement and ownership in the community. Everyone expressed their appreciation for their joining the meeting.

C. Resolution regarding the November general election:

Steve explained that for the upcoming November election there will be no trustees on the ballot as we have two candidates for the two open positions.

D. Adjusting signature authorities for BLD's bank accounts:

Steve explained that the change in signatory authorities must be included in the board minutes and then Carol will need to visit each bank. It was agreed that the addition of Carol to signatory cards should be for the Wells Fargo account, and both accounts at Pinnacle. Rachel moved to add Carol to two Pinnacle accounts and the Wells Fargo account. Larry seconded the motion. Carol called for a vote and all were in favor. Steve will contact Carol when she needs to visit the banks.

E. Consider privacy policy for BLD's mobile app and online interfaces:

Steve explained that Cullen wrote the policy and if there is no objection said policy should become part of BLD's permanent policies. Everyone concurred.

F. Consider contract with ByWaters Solutions for Aspen Discovery:

Steve described this product for the migration which allows BLD to have eBook online databases discoverable within the catalog. This has added value and Steve explained that this year's cost will be \$5K. Carol explained that she agrees mainly because we have had so many people concerned about what is happening at BLD. BLD will probably be better than before, and Carol wants to make that true for those who are concerned. This is a small cost for our patrons to be relieved about BLD's future. Discussion of recent experiences followed. Carol asked if there were any questions about this and opened the floor for a motion. Rachel made motion that the contract for Aspen Discovery be accepted and signed and Corky seconded the motion. All were in favor and signified with unanimous ayes.

G. Consider CloudLibrary (Bibliotheca) agreement:

Steve first explained that a start date had to be referenced in the agreement so 2017 was used. We are agreeing to spend 10% or 10K whichever is less. Steve explained this is a statewide consortium for eBooks. Carol read from the agreement which listed other libraries who are part of this group. Corky moved that we accept this agreement as discussed and Larry seconded the motion. All voted yes. Motion carried.

H. Preliminary budget for FY2021:

Steve explained that as in the past he anticipated expenses for August and September, and he will be able to make the figures "tighter" once we have actual August expenses. Steve further offered that a part of the preliminary budget includes merit bonuses. Steve provided a breakdown of 1%, 2% and 3% costs. Carol interjected that we have traditionally gone with 2%. Discussion followed. Carol asked if there were any further comments. Corky stated that he is happy with the library staff and is OK with the max. Rachel explained that she is good with 2%, which would likely not have to be scaled back in the future. Larry agreed with Rachel. Corky

moved that 2% for the staff evaluation bonus rate be accepted and Rachel seconded the motion. All signified their agreement with an aye vote.

At this point the meeting moved to Executive Session.

**VII. Adjournment:**

After Executive Session ended shortly after 8:00 pm, Corky made motion that meeting be adjourned, and Rachel seconded the motion. Motion carried unanimously.

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