

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

**Open to the Public**

**August 16, 2021**

**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 – July 19, 2021

**IV. Reports**

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

**V. Old Business**

- A. Other old business

**VI. New Business**

- A. Consider Order for Election
- B. Consider MetroShare interlocal agreement
- C. Consider staff evaluation model
- D. Presentation of preliminary budget
- E. Designate task force for community needs assessment project
- F. 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**

August 16, 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: Carol Hafer; David McClellan; Larry Vickers

Also Present: Steve Clegg; Erica Richardson;

**I. Call to order:**

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

**II. Public Comment:**

- A. No public comment.
- B. Erica and the board presented a 10 year of service award to Steve.

**III. Approval of Meeting Minutes:**

- A. David made a motion to approve the minutes from the July 19, 2021, regular board meeting as submitted. Larry seconded the motion and the ayes confirmed motion approval.

**IV. Reports:**

- A. Library Director Report:  
Steve noted that there was a police report filed against a fraudulent invoice. The library received two fraudulent invoices, and one invoice was paid.  
The date of the board meeting was the last day for prospective board members to file for a place on the general election. Steve has received two applications for the three positions. Steve paused for questions.  
Carol is impressed of the attendance in events and meetings and STEM instruction.
- B. Investment Officer Report:  
Reports pending.
- C. Treasurer's Report:

Sales Tax	120,672.36
Grants	0.00
Fines, Fees, Royalties	1,154.09
Library Sales	677.37

Donations/Gifts	0.00
Interest from Bank Accounts	29.64
Interest from TexPool	19.33
Total Income	122,552.79
Total Expenses	(130,169.33)
Net Income	(7,616.54)
Balance Brought Forward for Month	680,028.66
Bank Adj'd Balance + TexPool	1,846,869.46
Bank Unreported Transactions	(18,332.35)

Carol read the treasurer's report.

**V. Old Business:**

- A. No other old business.

**VI. New Business:**

**A. Consider Order for Election**

Steve asked if the deadline to order an election could be extended until midnight instead of 5pm since the board meets that evening. Steve will submit the order of election but does not anticipate any more candidates. Carol signed the order of election.

**B. Consider MetroShare interlocal agreement**

The MetroShare interlocal agreement has been presented to the board previously and the change Rachel suggested has been made. MetroShare has been awarded the grant to help libraries pull their data. Libraries were able to pull their data without charge. The awarded money is now a surplus.

Larry made a motion to approve the MetroShare interlocal agreement and have Carol sign the agreement. David seconded the motion and the ayes confirmed motion approval.

**C. Consider staff evaluation model**

The staff merit pay increase plan is the same model Steve has presented to the board before. Steve presented the percentage for the staff merit pay increase plan.

David made a motion to approve the staff merit pay increase plan. Larry seconded the motion and the ayes confirmed motion approval.

**D. Presentation of preliminary budget**

Steve presented the preliminary budget for the board to consider over the next few weeks.

Steve and Erica will spend more time on the budget over the next few weeks.

Steve would like to consider a 5% increase for staff pays. Steve is still waiting on the city's negotiations to determine group health costs.

Erica developed a staff pay salary sheet to give pay increases based on seniority. Erica's wages have not yet been plugged into Steve's budget model. Erica will have a role in budget planning. Steve would like to consider purchasing new technology with a budget surplus. The projectors in the meeting room should be upgraded to LEDs, which would require an upgrade to the entire system. Steve mentioned the library has a technology replacement plan, although it is informal and not in writing. Steve would also like to upgrade the point-of-sale system in time.

Carol asked if there were any plans for the next year to purchase new technologies. Steve mentioned the library would be fine for the next couple years with their current technologies. Steve and Erica will present a recommended budget at the next board meeting. Steve and Erica will continue to review employee salaries. The library's budget usually has about 70% go to employee salaries and benefits.

E. Designate task force for community needs assessment project

There are many interactions with Maureen Arndt, from 720 design, that requires a board presence. The board members on the task force should not change throughout the process. The board designated David and Larry of the board to be on the task force for the community needs assessment project.

F. Other new business.

No other new business.

VII. **Adjournment:**

Larry moved to adjourn this regular board meeting and David seconded. The ayes confirmed motion approval and the meeting was adjourned at 7:41 pm.

Larry Vickers, 8/24/2021  
Reviewed/Corrected/Approved  
Larry Vickers, Board Secretary