

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

August 7, 2023

Open to the Public

Special Meeting: 11:30 AM

ALL AGENDA ITEMS ARE SUBJECT TO FINAL ACTION

I. Call to Order

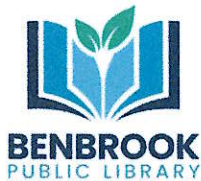
II. Public Comment - Public comment is welcome at the beginning of open meetings and at the time the pertinent agenda item is presented. The library board president may impose a time limit for each speaker.

III. New Business

- A. Executive Session pertaining to personnel matters *Texas Government Code, Title 5, Subtitle A, Chapter 551, Section 551.074*
- B. Consider cost of expanding renovation
- C. Update on Superintendent and Business Leader Roundtable meeting on 8/3/2023
- D. Update on Budget and materials for next meeting

IV. Adjourn

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

August 7, 2023

Open to the Public

Special Meeting: 11:30 A.M.

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

I. Call to Order

Carol called this regular board meeting to order at 11:35 am.

- 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.
There was no public comment.

III. New Business

- A. Executive Session** pertaining to personnel matters *Texas Government Code, Title 5, Subtitle A, Chapter 551, Section 551.074*

Carol called to move into executive session at 12:27 pm.

Carol called to move out of executive session at 1:30 pm.

- B. Consider Cost of expanding renovation**

Erica presented the quotes for expanding the renovation to include flooring and furniture. The board discussed the cost of expanding the renovation. Carol motioned to approve up to \$150,000 for the renovation of the floors, purchasing desks and painting to complete the renovation. Larry seconded the motion. The motion passed with 3 ayes and 1 nay.

- C. Update on Superintendent and Business Leader Roundtable meeting on 8/3/2023**

Erica presented an update on the Superintendent and Business Leader Roundtable meeting that she attended with the Executive Director of the Benbrook Area Chamber of Commerce on August 3, 2023. The board discussed the update.

- D. Update on Budget and Materials for next meeting**

Erica presented the update on the Budget and Materials for the next meeting. Carol requested the director's self-assessment evaluation. The board requested no further materials.

IV. Adjourn

Carol and all other board members agreed to adjourn this special meeting at 1:30 pm.

Reviewed/Corrected/Approved

Tammi Cauthen, Board Secretary



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

April 17, 2023

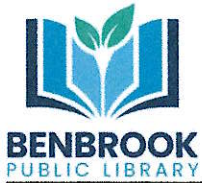
Open to the Public

Regular Meeting: 4:30 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 Meeting on Monday, March 20, 2023
- IV. **Reports**
 - A. Library Report by Library Director and Adult Services Manager of notable activities for the District during March 2023 including meetings attended, District business conducted, and programs presented.
 - B. Treasurer Report of financial status of the District as of March 31, 2023 including income and expenditures.
 - C. Investment Report on status of the District's Investments and TexPool statements as of March 31, 2023.
 - D. FY23 Budget update
- V. **New Business**
 - A. Executive Session pertaining to personnel matters *Texas Government Code, Title 5, Subtitle A, Chapter 551, Section 551.074*
 - B. Executive Session pertaining to real property issues *Texas Government Code, Title 5, Subtitle A, Chapter 551, Section 551.072*
 - C. Consider cybersecurity Invoice by Alturra Technologies and updates
 - D. Consider Employee Handbook
 - E. Consider Campaign Counsel's proposal
 - F. Consider Budget Revisions
 - G. Consider Investment Policy
 - H. Consider Partnership Agreement
 - I. Avenu Insights and Analytics
- 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

August 15, 2023

Open to the Public

Special Meeting: 1:00 P.M.

Board of Trustees Members Present: Carol Hafer; Larry Vickers; Christina Watson; Tammi Cauthen

I. Call to Order

Carol called this regular board meeting to order at 1:00 pm.

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.

There was no public comment.

III. New Business

A. Executive Session pertaining to personnel matters *Texas Government Code, Title 5, Subtitle A, Chapter 551, Section 551.074*

Carol called to move into executive session at 1:01 pm.

Carol called to move out of executive session at 1:30 pm.

IV. Adjourn

Carol and all other board members agreed to adjourn this special meeting at 1:30 pm.

A handwritten signature in blue ink that reads "Tammi Cauthen".

Reviewed/Corrected/Approved

Tammi Cauthen, Board Secretary



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

August 21, 2023

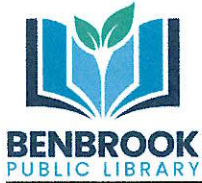
Open to the Public

Regular Meeting: 4:30 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 Meeting on Monday, July 17th and Special Meeting on Tuesday, July 25th, Monday, August 7th, and Tuesday, August 15th
- IV. **Reports**
 - A. Library Report by Library Director and Youth Services Manager of notable activities for the District during July 2023 including meetings attended, District business conducted, and programs presented.
 - B. Treasurer Report of the financial status of the District as of July 31, 2023 including income and expenditures.
 - C. Investment Report on status of the District's Investments and TexPool statements as of July 31, 2023.
- V. **New Business**
 - A. Executive Session pertaining to personnel matters *Texas Government Code, Title 5, Subtitle A, Chapter 551, Section 551.074*
 - B. Consider Drawing for Ballot Order
 - C. Consider Library Director Evaluation
 - D. Consider consulting with Rounded Development
 - E. Consider Staff Reorganization and 4/10 workdays
 - F. Consider Carnard's quote for HVAC update
 - G. Consider FY24 Budget
 - H. Consider Merit Bonus percentage
 - I. Consider Board compensation
 - J. Update on Renovations
- 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

August 21, 2023

Open to the Public

Regular Meeting: 4:30 P.M.

Board of Trustees Members Present: Carol Hafer; Larry Vickers; Christina Watson; Rachel Moore
Also Present: Erica Richardson, Samantha Young

I. Call to Order

Carol called this regular board meeting to order at 4:35 pm.

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.

There was public in attendance and asked about agenda items being discussed in executive session.

III. Approval of Meeting Minutes – Regular Meeting on Monday, July 17th and Special Meeting on Tuesday, July 25th, Monday, August 7th, and Tuesday, August 15th

The board discussed the minutes and requested no changes. Larry motioned to accept all minutes as presented. Christina seconded the motion. All ayes confirmed motion approval and approval for all minutes presented.

IV. Reports

A. Library Report by Library Director and Youth Services Manager of notable activities for the District during July 2023 including meetings attended, District business conducted, and programs presented.
Erica presented the Library Report and the Youth Services Department Report.

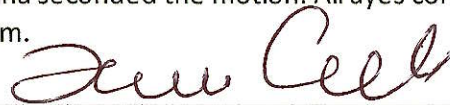
B. Treasurer Report of the financial status of the District as of July 31, 2023, including income and expenditures.
Rachel read the July 2023 Treasurer Report.

| | |
|-----------------------------------|--------------|
| Sales Tax | 190,192.20 |
| Grants | 0.00 |
| Fines, Fees, Royalties | 478.16 |
| Library Sales | 1,354.46 |
| Donations/Gifts | 0.00 |
| Interest from Bank Accounts | 945.34 |
| Interest from TexPool | 6,154.91 |
| Capital Campaign Contributions | 391.55 |
| Total Income | 199,516.62 |
| Total Expenses | (172,751.21) |
| Net Income | 26,765.41 |
| Balance Brought Forward for Month | 667,445.78 |
| Bank Adj'd Balance + TexPool | 2,030,027.17 |
| Bank Unreported Transactions | (39,052.09) |

- C. Investment Report on status of the District's Investments and TexPool statements as of July 31, 2023.
Larry read the July 2023 Investment 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 to move into executive session at 5:18 pm.
Carol called to move out of executive session at 7:22 pm.
- B. Consider Drawing for Ballot Order
Samantha conducted the drawing for Ballot Order. The ballot order will be as follows: Rachel Dillard Moore, Denise Smith, Chris Blair, Tammi Cauthen, and Carol Hafer.
- C. Consider Library Director Evaluation
- D. Consider consulting with Rounded Development
Erica presented the consulting proposal with Rounded Development. Larry proposed to accept the Rounded Development training consultation for FY24 and the training to be started after October 1, 2023. Rachel seconded the motion. All ayes confirmed motion approval and approval of the consulting with Rounded Development.
- E. Consider Staff Reorganization and 4/10 workdays
Erica presented the 4/10 workdays proposal. The board agreed for Erica to proceed with presenting the 4/10 workdays.
- F. Consider Canard's quote for HVAC update
Erica presented the quote from Canard's for HVAC update. Larry motioned to accept the bid for \$24,000 for the HVAC updates. Rachel seconded the motion. All ayes confirmed motion approval and approval of the bid for the HVAC updates.
- G. Consider FY24 Budget
The board tabled the FY24 Budget until further updates are made.
- H. Consider Merit Bonus percentage
Erica presented the Merit Bonus percentage. Rachel moved to approve giving all staff a 2% Merit Bonus, including the director. Christina seconded the motion. All ayes confirmed motion approval.
- I. Consider Board Compensation
Larry presented a consideration of changing the Board Compensation. The board discussed this proposal and decided to table this item until further research has been completed.
- J. Update on Renovations
Erica presented the update on renovations. The board discussed the renovation update.
- VI. Adjournment
Larry motion to adjourn this regular meeting. Christina seconded the motion. All ayes confirmed motion approval and adjournment of this meeting at 7:26 pm.



Reviewed/Corrected/Approved

Tammi Cauthen, Board Secretary