



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

December 13, 2021

Open to the Public

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 - November 15, 2021

IV. Reports

- A. Report by Library Director of notable activities for the District during November 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 November 30, 2021.
- C. Treasurer, Board of Trustees, Report of financial status of the District as of November 30, 2021 including income, expenditures, and accounting reports.

V. Old Business

- A. Consider Library Director employment agreement

VI. New Business

- A. Executive Session pertaining to personnel matters (Texas Government Code, Title 5, Subtitle A, Chapter 551, Section 551.074)
- B. Consider Interim Director's Transition Plan
- C. Contracting IT Services
- D. Board of Trustee Vacancy
- E. Adjacency diagrams from 720 design
- F. Remove from inventory Dell laptops
- G. Consider January work session

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 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

December 13, 2021
Benbrook Public Library District
1065 Mercedes Street
Benbrook, Texas 76126
Regular Meeting at 6:30 pm

Members Present: Carol Hafer; David McClellan; Larry Vickers; Rachel Moore

Also Present: Erica Richardson;

I. Call to order:

Carol called this regular board meeting to order at 6:36 pm.

II. Public Comment:

A. No public comment.

III. Approval of Meeting Minutes:

A. Larry moved to accept the minutes from the November 15, 2021, regular board meeting. David seconded the motion and the ayes confirmed motion approval.

IV. Reports:

A. Library Director Report:

Erica presented the library director report. The board discussed the library report.

B. Investment Officer Report:

Report pending

C. Treasurer's Report:

Sales Tax	160,437.10
Grants	0.00
Fines, Fees, Royalties	657.84
Library Sales	582.81
Donations/Gifts	500
Interest from Bank Accounts	24.06
Interest from TexPool	37.72
Total Income	162,239.53
Total Expenses	(145,338.20)

Net Income	16,901.33
Balance Brought Forward for Month	698,069.97
Bank Adj'd Balance + TexPool	1,804,904.55
Bank Unreported Transactions	(103,362.46)

Rachel read the November 2021 Treasurer's report. The board discussed the report.

V. Old Business:

- A. Consider Library Director employment agreement.

VI. New Business:

- A. Executive Session pertaining to personnel matters (*Texas Government Code, Title 5, Subtitle A, Chapter 551, Section 551.074*)
Carol called for the meeting to go into executive session at 6:53 pm.
Carol called for the meeting to come out of executive session at 8:19 pm.
- B. Consider Interim Director's Transition Plan
The board discussed the presented transition plan.
Rachel moved to increase the interim library director's salary effective October 1ST, 2021, hire a Library Specialist, MakerSpace Assistant, and promote the Administrative Assistant to Library Operations Manager. David seconded the motion and the ayes confirmed motion approval.
- C. Contracting IT Services.
David moved to hire Alturra on an as-needed basis to back up the IT department. Rachel seconded the motion and the ayes confirmed motion approval.
- D. Board of Trustee Vacancy
The board acknowledged that Roy "Corky" Baird is no longer serving on the board of trustees. The board agreed to remove Roy "Corky" Baird from all library accounts.
The board discussed pulling together a committee consisting of Rachel, Carol, and Erica to interview candidates for the board of trustee vacancy.
- E. Adjacency diagrams from 720 Design
Erica presented the adjacency diagrams from 720 Design to the board. The board discussed the adjacency diagrams.
- F. Remove from inventory Dell laptops
The board discussed removing from inventory the Dell laptops.
The board agreed to remove from inventory the Dell laptops.
- G. Consider January work session

The board discussed a date for the January work session. The board agreed to have a work session on January 15, 2022, starting at 9 am.

VII. **Adjournment:**

Rachel moved for the meeting to adjourn. David seconded and the ayes confirmed motion approval. Carol adjourned this regular board meeting at 8:47 pm.

David McClellan

Reviewed/Corrected/Approved

David McClellan, Board Secretary