



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

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***December 14, 2022***

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, November

**IV. Reports**

- A. Library Report by Library Director of notable activities for the District during October 2022 including meetings attended, District business conducted, financial transactions, programs presented, and progress in the application of technology to library services.
- B. Treasurer Report of financial status of the District as of October 31, 2022 including income and expenditures.
- C. Investment Report on status of the District's Investments and TexPool statements as of October 31, 2022.

**V. New Business**

- A. Installation of Newly Elected Trustees
- B. Election of Officers
- C. Executive Session:
  - a. Pursuant to Government Code, Section 551.074, to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee; or to hear a complaint or charge against an officer or employee: Board Secretary resignation
  - b. Pursuant to Government Code, Section 551.072, to deliberate the purchase, exchange, lease, or value of real property if deliberation in an open meeting would have detrimental effect on the position of the governmental body in negotiations with a third person: Possible new library building
- D. Appoint new Board Trustee
- E. Consider MakerSpace Specialist promotion and creating a Volunteer Coordinator position
- F. Consider PTO policy amendments and personnel expenditure
- G. Consider CyberSecurity Software quote
- H. Consider T-Mobile contract
- I. Consider Code of Conduct
- J. Consider Board Bylaws
- K. Consider Employee Handbook update
- L. Consider technology purchase for Board
- M. Consider Audit Engagement Letter with John Swaim
- N. Consider moving Board meeting in January

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

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***December 19, 2022***

Open to the Public

Regular Meeting: 4:30 P.M.

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

**I. Call to Order**

Carol called this regular board meeting to order at 4:37 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. Approval of Meeting Minutes** - Regular Meeting on Monday, November 21, 2022  
The board reviewed and discussed the meeting minutes from the November 21, 2022, regular meeting. The meeting minutes were approved by acclamation.

**IV. Reports**

- A. Library Report** by Library Director of notable activities for the District during November 2022 including meetings attended, District business conducted, financial transactions, and programs presented and progress in the application of technology to library services.  
Erica presented the Library Director report and library updates. The board discussed the report and updates.
- B. Treasurer Report** of financial status of the District as of November 30, 2022, including income and expenditures.  
Rachel read the November 2022 Treasurer's report.

Sales Tax	176,984.89
Grants	3,500.00
Fines, Fees, Royalties	778.07
Library Sales	854.86
Donations/Gifts	0.00
Interest from Bank Accounts	856.16
Interest from TexPool	3,924.71
Capital Campaign Contributions	6,339.82
Total Income	193,238.51
Total Expenses	(179,345.96)
Net Income	13,892.55
Balance Brought Forward for Month	694,706.46
Bank Adj'd Balance + TexPool	1,887,912.48
Bank Unreported Transactions	(34,039.25)

- C. Investment Report on status of the District's Investments and TexPool statements as of November 30, 2022.  
Larry read the November 2022 Investment Report.

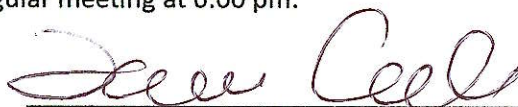
- D. FY23 Budget Update  
This item was tabled.

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 4:55 pm.  
Carol called to move back into regular session at 5:13 pm
- B. Approve MOU with MetroShare Consortium libraries regarding courier  
Erica presented the MOU with MetroShare Consortium libraries regarding the courier service that Benbrook Library is providing. The board discussed the MOU.  
Rachel moved to approve the MOU with MetroShare Consortium libraries regarding courier. Christina seconded the motion. The ayes confirmed motion approval and approval of the MOU with MetroShare Consortium libraries regarding courier.
- C. Approve removing former Board members and adding Board members to bank accounts  
Erica confirmed that David was only a signer on the Pinnacle Operating account. David was not a signer on the Wells Fargo account. David McClellan will be removed as signatory on all depository accounts held by Benbrook Library District.
- D. Consider Balancing Act on Lifetime Television promotion  
Erica presented the Balancing Act on Lifetime Television promotion. The board discussed the Balancing Act promotion. The board agreed to not go forward with the Balancing Act promotion.
- E. Consider sexual harassment policy  
Erica presented the sexual harassment policy. Tammi made a motion to discuss and approve the sexual harassment policy. Christina seconded the motion. The board discussed the sexual harassment policy. The ayes confirmed motion approval and approval of the sexual harassment policy.
- F. Consider FY23 budget revisions  
The FY23 budget revisions have been tabled for further review.
- G. Consider Letter of Engagement for Kimberling, McFarland and Associates  
Erica presented the Letter of Engagement for Kimberling, McFarland and Associates. Carol moved to consider the Letter of Engagement for Kimberling, McFarland and Associates. Rachel seconded the motion. The board discussed the Letter of Engagement. The ayes confirmed approval of the Letter of Engagement.

VI. **Adjournment**

Carol and the board agreed to adjourn this regular meeting at 6:00 pm.



Reviewed/Corrected/Approved

Tammi Cauthen, Board Secretary



## Visitors



Door Count  
**7,622**



Volunteer Hours  
**9**

## Study Rooms

Conference Rooms **90**

Library Booths **32**



## Circulation

Total Checkouts **11,615 w/ renewals**

Library Card Holders **11,435\***

New Library Cards **111**

*deleted expired over 5 years*



## Technology

Computer

Wifi



## Makerspace

Laser **63** Cricut **2**

3D Prints **18** Laminator **4**

Poster Printer **97**

## Social Media

Facebook Likes **3,039**

Instagram **528**

TikTok **276**

Posts **48**

Posts **43**

Videos **0**



## ILL



Received **74**

Shipped **23**

Patrons **32**

## Digital Library Resources



**1,294**



**444**



**3**



**1**



**0**



**1,511**



**4**



**12**



**152**



**65**

## Programs

### Adult

Programs **16**

Attendance **254**

### Youth

Programs **49**

Attendance **1605**

### Makerspace

Programs **7**

Attendance **57**

Code Club **3**