

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

February 17, 2020

Regular Meeting: 6:30 P.M.

Open to the Public

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

January 20, 2020

IV. Reports

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

V. Old Business

- A. Consider resolution updating authorized signers for the TexPool account
- B. Other old business

VI. New Business

- A. Consider conceptual designs from landscape architects for children's discovery zone
- B. Consider records management policy
- C. Consider Texas Coalition for Affordable Power (TCAP) resolution for adopting Gexa Energy's commercial electric service agreement
- D. Consider Texas Application for Sales Tax Permit
- E. Initial review of annual report to the Texas State Library and Archives Commission
- 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 TRUSTEE
February 17, 2020
Benbrook Public Library
1065 Mercedes Street
Benbrook, Texas 76126
Regular Meeting at 6:30 pm

Members Present: Roy "Corky" Baird; Carol Hafer; Rachel Moore, Larry Vickers; Christina Watson

Also Present: Steve Clegg; Larry O'Flinn

I. Call to order:

At 6:31 pm Carol welcomed everyone and called to order the February meeting of BPL Board of Trustees.

II. Public Comment:

At this time Carol asked if there was any public comment. There were no comments, so meeting proceeded to approval of minutes.

III. Approval of Meeting Minutes:

After pausing while everyone reviewed the January 20, 2020 minutes, Rachel motioned that the minutes be accepted as is. Christina seconded and everyone indicated their favor.

IV. Reports:

A. Report from Library Director. Steve explained that he sent out the report on Thursday of last week. Meeting paused while trustees perused the report. Steve also mentioned that he visited with the Friends of the Library at their last meeting in order to offer the library's help. With departures of Kathy Ledford and Manny Gonzalez, there's a need to get others involved. Steve attended a webinar about software which could help market the Friends. Steve doesn't want to overstep, but there may be ways BLD can help the Friends.

Steve also mentioned visiting with the Forney Library representative ("grass roots organization leader"). Carol asked whether that library is hoping to become a separate district. Steve responded that Forney Library is researching their options as their partnership with a local school no longer has funding.

Carol asked if there were any further comments or questions regarding the Director's notes. There were none so meeting proceeded to the Treasurer report as the Investment Officer had stepped out of the room.

B. Treasurer's report for January was verbally given by Rachel as follows:

Sales Tax	120,463.95
Fines, Fees, Royalties	765.81
Library Sales	925.54
Donations/Gifts	7.02
Interest from Bank Accounts	50.35
Interest from TexPool	1,624.59
Total Income	123,837.26
Total Expenses	(93,160.82)
Net Income	30,676.44
Bank Adj'd Balance + TexPool	1,540,647.77
Bank Unreported Transactions	(45,534.86)

(Shaded row in above table is not part of January Treasurer's verbal report).

Carol asked if there were any questions about Treasurer's report. There was none.

C. Investment Officer Report for January 2020 was given by Corky, who pointed out that BLD had a good month, which includes a surplus. February monies from the state will most likely reflect Christmas spending.

Carol commented how good it is to see Benbrook doing so well. Then she asked if there were any comments or questions regarding the Investment report. There was none.

V. Old Business:

- A. Consider resolution updating authorized signers for TexPool account. Carol, Rachel and Corky will be the signers on the TexPool account.
- B. Other Old Business. There was no further Old Business, so meeting proceeded with New Business.

VI. New Business:

A. Consider graphical designs from landscape architects for children's discovery zone. Larry O'Flinn began by explaining that the Site Overviews are not concepts yet. The overviews show which trees are expendable and further indicates a possible water issue. Water along the BWA fence has no place to go.

Mr. O'Flinn also mentioned that discussions with Steve included looking at the parking situation. The three overviews show how each option might look. Fifteen parking spaces are gained in the first example, but traffic circulation is poor. The second example adds another bay of parking and the dumpster must be moved. However, the pedestrian route from the building to the Discovery Zone should also be considered. The third option takes out a little of the existing pavement and moves the dumpster site and creates a better space for the Discovery Zone. Mr. O'Flinn further explained that this "exercise" is to find what everyone hopes the Discovery Zone

will provide. Corky asked is there is a Discovery Zone that already exists which BLD could view. Steve mentioned there's one at the Sherman Library and he thinks also Cedar Hill has one.

Mr. O'Flinn suggested that if we are not doing the parking right now, it could come later. Christina commented that BLD has certainly proven that the additional parking will be used, as evidenced by the parking situation during events. Discussion followed regarding parking. Mr. O'Flinn also addressed the need for serenity in the area, as there's noise from the freeway and the eventual commercial development at the vacant frontage road property will also cause noise beyond the fencing.

Corky commented that he is leaning toward option # 3 and asked if there will be much fill needed. Carol asked what the next step is. Corky asked if we have decided. Christina also commented that she prefers option # 3. Larry asked if we must plant trees to replace those that we cut down. Mr. O'Flinn explained that the hackberry trees would probably not qualify as trees which require replacing. Christina made motion that the trustees accept OPC's Site Overview # 3. Larry seconded the motion, and all signified their favor.

Mr. O'Flinn left the meeting at this point and Christina commented that it's exciting to see this progress before she leaves Benbrook.

- B. Consider Records Management Policy. Steve explained the policy and BLD's relationship with Texas State Library Archives Commission (TSLAC). Larry asked if there's a state law that the library store its records with TSLAC. Larry thinks BLD might wish to check with other commercial records archival services such as Iron Mountain to see if perhaps it's more economical.

Records Management Policy was tabled for a later time so that alternate record storage options can be researched.

- C. Consider Texas Coalition for Affordable Power (TCAP) resolution for adopting Gexa Energy's electric service agreement. Steve asked the city if they accepted the agreement and they answered affirmatively. Trustees discussed briefly. Rachel moved that BLD adopt the Gexa electricity purchase agreement. Christina seconded the motion, and everyone concurred.
- D. Consider Texas Application for Sales Tax Permit. Steve explained that he has begun the process with the state Comptroller's office so that BLD has a sales tax permit. This especially has been an issue when BLD has surplus office items and gives it over to the Friends and the Friends resell the item(s). This issue was also tabled to discuss further at next meeting, pending guidance from the State Comptroller's office.
- E. Initial review of annual report to Texas State Library and Archives Commission (TSLAC). TSLAC participates in a national public library data collection system to ensure the collection of comparable data in all states. Trustees reviewed the report Steve and the librarians have worked on and discussed the WiFi sessions questions. Steve explained that BLD's report doesn't have to be turned in until March 31, 2020 and will be presented at the March Trustee meeting for approval, along with the application for State accreditation.
- F. Other new business.

VII. **Adjournment:**

Carol asked if there was any further New Business or Public Comment or questions.

There being no further comments, Corky moved that the meeting be adjourned, and Christina seconded the motion. All agreed.

Reviewed/Corrected/Approved
Christina Watson, Board Secretary