

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

Open to the Public

January 18, 2021

Regular ZOOM 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 and Executive Session - December 17, 2020

IV. Reports

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

V. Old Business

- A. Other old business

VI. New Business

- A. Consider auditor engagement letter to conduct FY2020 audit
- B. Consider purchase of upgraded router/security appliance for network per E-Rate program
- C. Consider letter of support for Regional Integrated Library System (ILS) Collaborative Grant
- D. Executive Session to discuss real property issues (per Texas Government Code, Section 551.072)
- E. 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

January 18, 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: Roy "Corky" Baird; Carol Hafer; David McClellan; Rachel Moore; Larry Vickers

Also Present: Steve Clegg; Erica Richardson; Jerry Bolz; Ryan Lunsford; Slater Howe; James Donovan

I. Call to order:

Carol called this regular board meeting to order at 6:35 pm.

II. Public Comment:

There was no public comment.

III. Approval of Meeting Minutes:

- A. All confirmed they received the minutes from the last meeting. Rachel made a motion to approve the board minutes from the December 17, 2020 regular and executive session meetings. Larry seconded the motion and the ayes confirmed minutes approval.

IV. Reports:

A. Library Director Report:

Steve sent library report out on Thursday and has no changes nor anything notable to report on it. Steve paused for questions.

David asked about Patron Point training. Steve reported that Erica and Cullen were attending the training. Erica reported that it was going smoothly and has the third training coming up. Erica is hopeful that after the third training they can use it and market it and use it to its best use.

Steve reported that the Talk Boxes are mostly assembled and will hopefully start being used next week or the week thereafter. Carol asked if anyone had been to see the Talk Boxes after confirming she had seen them. David confirmed he has seen the Talk Boxes and thinks they should be wrapped with Doctor Who. Steve said we should put a moon on the door. Carol said we could have a variety. Rachel said everything looks good on the Library Director report. Carol said to accept and move on.

A. Investment Officer Report:

Steve reported the Investment Officer Report is not in yet. Corky had computer trouble. Corky

said it is minor and will send report tomorrow. Corky said he checked it too late to get report sent in before the meeting. Corky reported that the only thing of interest is the tax receipts which was \$123,000 for last month which is adequate, but this month is \$125,000 and substantial. We are frugal and very fortunate. Carol said to accept and move on.

- B. Steve screen shared the treasurer's report and Rachel went over the report.

Sales Tax	123,487.86
Grants	0.00
Fines, Fees, Royalties	508.68
Library Sales	435.78
Donations/Gifts	0.00
Interest from Bank Accounts	54.36
Interest from TexPool	93.20
Total Income	124,579.88
Total Expenses	(112,955.65)
Net Income	11,624.23
Balance Brought Forward for Month	523,920.27
Bank Adj'd Balance + TexPool	1,743,526.13
Bank Unreported Transactions	0.00

Carol said the report sounds good and we are doing.

V. **Old Business:**

- A. No other old business.

VI. **New Business:**

- A. Consider auditor engagement letter to conduct FY2020 audit.
Steve reported it is the same rate as it was last year. The audit will start end of January/beginning of February. They expect to come to the board in March or April. On approval they will need signature from the board chair.
Rachel moved to accept or sign the auditor engagement letter for the auditors to conduct the 2020 audit. David seconded the motion. The ayes confirmed the motion approval.
- B. Consider purchase of upgraded router/security appliance for network per E-rate program. There were three bids to consider from SHI Solutions, Spectrum, and Advanced Network Solutions. All would be funded from E-rate and all are 5-year terms. Steve recommends going with the middle bid, SHI Solutions, since the price is slightly more than Spectrum's bid and the library already uses Spectrum. With SHI Solutions the library would own the appliance whereas with Spectrum we would just be leasing. Steve screen shared the bid summary and bids. Advanced network had come out before to do the network and is good, but their price was high.

David asked if the router would be obsolete in 5 years. Steve said we would have the option to upgrade. Steve explained that with the E-rate proposal we have increased our bandwidth, but we are currently running half because the firewall capacity is only half. Steve brought this to the board for a 5-year commitment and he is only authorized to commit to one year.

David asked what happens if we need the router serviced since we will own the router. Steve said the bids include purchasing the router plus 5 years of service. Steve reported the Charter/Spectrum bid we would be leasing the router along with a 5-year service. Steve would like to go with SHI to own the appliance accompanied with 5 years of tech support. George can install the appliance with their phone support, so we do not need anyone to come out to install.

Corky asked if we currently have a firewall built in. Steve explained that our current firewall does not support the bandwidth that we currently have. Corky said to be sure we are properly firewalled. Steve reported that we will control the firewall and it would not be outsourced. Corky said to make sure anyone who uses the library's computers to use the correct port. Steve reported that we do that for ILS and credit card transactions. That is already managed with the firewall and access points.

Rachel moved to accept the SHI Solutions 5-year contract bid. David seconded the motion. The ayes confirmed approval of motion.

Corky asked if we received the large format printer, if it was up and operational, and asked what was done with the old one. Steve reported that the new printer was operational, and the old printer went back to the leasing company as part of the agreement. Corky asked if we are continuing to let Fort Worth Teachers use for free. Steve reported that we had not stopped that but have not have much demand for it due to COVID.

- C. The meeting moved to Executive Session. (separate minutes) to discuss real property. After Executive Session discussions the meeting moved back to regular session at 7:36 pm.
- D. Consider letter of support for Regional Integrated Library System (ILS) Collaborative Grant. Steve prepared a letter. The library and Keller, Watauga, Haltom City, Burleson, and Forest Hill libraries are trying to apply for grant with Texas State Library. The grant is \$75,000 per year and we are encouraged to apply for multiple years. The Grant is for exit services, removing data and extraction, and implementation with new ILS. Benbrook library will not really realize anything from this since we have done it. It is for partner libraries to get out of Fort Worth Metro Pac and get into the new collaboration centered around us and each other. The state grant asks for letters of support. The draft is due January 23, 2021. Steve would like to meet the draft deadline and get it done ahead of time so they can review and send it back. The actual grant is due in March. If needed, the letter of support can be put off and postponed but Steve would like to submit it with the draft. The Texas State Library would be looking for letters of support from boards and others that are planned to work together.

Carol thinks this is great and we should take advantage of any grant money.

David asked what the obligations of Benbrook Library are. Steve mentioned the collaborative is to exchange books, programs, kits, resource sharing and cooperative to the next level. The library would maintain its own annual costs for automation system, courier system, and any third-party administrative services.

Carol asked if we could put limits on some things like hot spots. Steve mentioned there are no commitments on how much a library must share. It is like confederacy – all make up own rules and privileges as we want to. The libraries can have even trades or purchase other library's

programs. All libraries have equal voice in how we govern and is run by committees. It gives the structure to do that and a cooperative spirit but no obligation.

Corky said it sounds good.

David asked if needed a motion. Steve asked if all board members are agreeable to sign the letter of support.

Rachel said there are some grammatical errors but other than that it is fine.

VII. **Adjournment:**

Corky moved that the meeting adjourns, and Rachel seconded. Motion carried.

Reviewed/Corrected/Approved
Larry Vickers, Board Secretary



January 2021 Snapshot

Visitors



Door Count
4,218



Phone Calls
1,642

Volunteers



No Hours
:(

Circulation



Total Checkouts **5,886**

Library Card Holders **10,527**
**purged 5,000 expired cards*

New Library Cards **60**

Technology

Computer **565**

Wifi **1,428**

Makerspace

Laser 55 Cricut 4

3D Prints **12**

Poster Printer **30**

Social Media

Facebook Likes **2,416**

Posts **44**



Twitter **188**



Twitter **1**

Instagram **290**

Instagram **20**

ILL



Received **303**

Shipped **38**

Patrons **94**

Digital Library Resources



1,567



368



3



5



2



1,130



7



18



10

Programs

Adult

Programs **7**

Virtual Attendance **49**

Youth

Programs **19**

Engaged **299**

Makerspace

Programs **6**

Engaged **21**

Robotics **4**