



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

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***July 5, 2022***

Open to the Public

Special Meeting: 2:00 PM

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. Proposal for a building fund account through Pinnacle Bank

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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***July 5, 2022***

Open to the Public

Special Meeting: 2:00 PM

ALL AGENDA ITEMS ARE SUBJECT TO FINAL ACTION

Board Members Present: Carol Hafer; Larry Vickers; David McClellan;

Also Present: Erica Richardson; Samantha Young

**I. Call to Order**

Carol called this special meeting to order at 2:02 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 for each speaker.

There was no public comment.

**III. New Business**

**A. Proposal for a building fund account through Pinnacle Bank**

Erica presented the proposal for a building fund account through Pinnacle Bank. The proposal would open a money market account from Pinnacle Bank for the new building fund. The board discussed the proposal. Carol suggested depositing monthly revenue over \$145,00 instead of \$142,000. The signers on the account are proposed to be Larry Vickers, Erica Richardson, and Samantha Young.

Larry moved to open the money market account for the new building fund and allow Larry Vickers, Erica Richardson, and Samantha Young to be signers on the account. Carol seconded the motion and the ayes confirmed motion approval and approval of opening a money market account for the new building fund and allowing Larry Vickers, Erica Richardson, and Samantha Young as signers on the account.

**VII. Adjournment**

Carol adjourned this special board meeting at 2:10 pm.

*David McClellan*

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Reviewed/Corrected/Approved  
David McClellan, Board Secretary



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

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**July 18, 2022**

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 Meeting on Monday, June 20, 2022
- IV. **Reports**
  - A. Library Report by Technology and Facilities Manager and Library Director of notable activities for the District during June 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 June 30, 2022 including income and expenditures.
  - C. Investment Report on status of the District's Investments and TexPool statements as of June 30, 2022.
  - D. Building Committee Report by Library Director on recent fundraisers and campaign account activity.
- 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 to discuss real property issues *Texas Government Code, Title 5, Subtitle A, Chapter 551, Section 551.072*
  - C. FY2023 budget introduction
  - D. TCAP (Texas Coalition for Affordable Power) update
  - E. Election Update
  - F. Request for Proposal for operating bank account
  - G. Staff PTO hours and Employee Handbook update
  - H. Potential partnership with EDC regarding tax revenue auditing services
  - I. Fundraising event procedures
  - J. Friends Donations update

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

---

**July 18, 2022**

Open to the Public

Regular Meeting: 6:30 P.M.

Board of Trustees Members Present: Carol Hafer; Larry Vickers; David McClellan; Tammi Cauthen; Rachel Moore  
Also present: Erica Richardson; Samantha Young; James Whitehead;

**I. Call to Order**

Carol called this regular board meeting to order at 6:33 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 for each speaker.  
There was no public comment.

**III. Approval of Meeting Minutes** - Regular Meeting on Monday, June 20, 2022  
David made a motion to approve the meeting minutes from the regular board meeting on June 20, 2022. Rachel seconded the motion and the ayes confirmed motion approval and approval of the June 20, 2022, regular board meeting minutes.

**IV. Reports**

**A. Library Report by Technology and Facilities Manager and Library Director of notable activities for the District during June 2022 including meetings attended, District business conducted, financial transactions and programs presented.**

James, the Technology and Facilities Manager, presented a report on the Technology and Facilities Department. Erica presented the library report and discussed library updates.

**B. Treasurer Report of financial status of the District as of June 30, 2022 including income and expenditures.**  
Rachel read the June 2022 Treasurer's Report.

Sales Tax	161,617.45
Grants	0.00
Fines, Fees, Royalties	945.99
Library Sales	924.56
Donations/Gifts	3,100.00
Interest from Bank Accounts	23.93
Interest from TexPool	994.76
Total Income	167,606.69
Total Expenses	(190,257.09)
Net Income	(22,650.40)
Balance Brought Forward for Month	701,520.91

Bank Adj'd Balance + TexPool	1,718,228.94
Bank Unreported Transactions	(193,045.02)

- C. Investment Report on status of the District's Investments and TexPool statements as of June 30, 2022.  
Larry presented the June 2022 Investment Report and noted the continuing increase in the TexPool investment.
- D. Building Committee Report by Library Director on recent fundraisers and campaign account activity.  
Erica discussed the update on the building committee including planned fundraisers and possible fundraisers.

**VI. New Business**

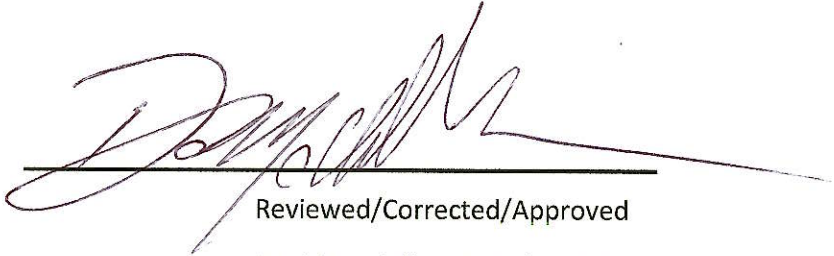
- A. Executive Session pertaining to personnel matters *(Texas Government Code, Title 5, Subtitle A, Chapter 551, Section 551.074)*  
Carol called for the meeting to move into executive session at 7:22 pm.  
Carol called for the meeting to move out of executive session and back into regular session at 7:24 pm.
- B. Executive Session discuss real property issues *(Texas Government Code, Title 5, Subtitle A, Chapter 551, Section 551.072)*  
Carol called for the meeting to move into executive session to discuss real property issues at 6:46 pm.  
Carol called for the meeting to move out of executive session and back into regular session at 7:22 pm.
- C. FY2023 budget introduction  
Erica presented the FY2023 budget draft. The board discussed the budget and possible changes for the coming year. The board tabled any decision for further review. 1:14:40
- D. TCAP (Texas Coalition for Affordable Power) update  
Erica presented the TCAP update regarding the partial refund of ancillary charges from the February 2021 winter storm. There was no need for a board action.
- E. Election Update  
Erica presented the completed candidate packets and updates for the November 2022 election. The board discussed the updates. There was no need for board action.
- F. Request for Proposal for operating bank account  
Erica presented the request for proposal for operating bank account. The board discussed the request for proposal and requested changes. The board tabled any decision for further changes.
- G. Staff PTO hours and Employee Handbook update  
Erica presented the updated employee handbook and an update on Staff PTO hours. The board discussed the staff PTO hours update and the employee handbook update. David made a motion to accept the changes in the Employee Handbook. Larry seconded the motion. The ayes confirmed motion approval and approval of the Employee Handbook.
- H. Potential Partnership with EDC regarding tax revenue auditing services  
Erica noted that there were no further updates regarding the potential partnership with the EDC regarding tax revenue auditing services. The board tabled any decision for further discussion.
- I. Fundraising event procedures  
Erica presented possible issues for private fundraising events. The library's current policies do not restrict the library from having a private fundraising beer/wine event. The board does not have any issue with private beer/wine fundraising events. There was no action taken.

J. Friends Donation Update

Erica and David presented the Friends Donation Update. The board discussed the possibility of the Friends continuously contributing to library programs and the new building fund. There was no action needed.

VII. **Adjournment**

Larry moved for the meeting to adjourn. David seconded the motion and the ayes confirmed motion approval. Carol adjourned this regular board meeting at 8:42 pm.



Reviewed/Corrected/Approved

David McClellan, Board Secretary