

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

Open to the Public

July 19, 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 Session – June 21, 2021

IV. Reports

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

V. Old Business

- A. Other old business

VI. New Business

- A. Introductory work session with Maureen Arndt, Architect.
- B. Consider staff salary adjustment
- C. Consider draft MetroShare inter-local agreement
- D. 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

July 19, 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: Carol Hafer; Roy “Corky” Baird; David McClellan; Rachel Moore

Also Present: Steve Clegg; Erica Richardson; Maureen Arndt of 720 Design

I. Call to order:

Rachel called this regular board meeting to order at 6:33 pm.

II. Public Comment:

A. No public comment.

III. Approval of Meeting Minutes:

A. Corky made a motion to approve the minutes from the June 21, 2021, regular board meeting as submitted. Carol seconded the motion and the ayes confirmed motion approval.

IV. Reports:

A. Library Director Report:

Steve paused for questions since there were no changes to the report he submitted. Steve reminded everyone that the filing window for the November election is now. Steve confirmed that the library was closed July 19, 2021, for training at Haltom City. Rachel asked how the training at Haltom City went. Erica reported that the training went great.

B. Investment Officer Report:

Reports pending. Corky reported that the numbers look great, and he will send the reports Friday.

C. Treasurer’s Report:

Sales Tax	136,065.57
Grants	0.00
Fines, Fees, Royalties	753.03
Library Sales	425.51
Donations/Gifts	0.00

Interest from Bank Accounts	72.95
Interest from TexPool	12.91
Total Income	137,329.97
Total Expenses	(128,968.83)
Net Income	8,361.14
Balance Brought Forward for Month	653,059.17
Bank Adj'd Balance + TexPool	1,802,382.90
Bank Unreported Transactions	(84,991.74)

Rachel read the treasurer's report.

V. Old Business:

- A. No other old business.

VI. New Business:

- A. Introductory work session with Maureen Arndt, Architect.
Maureen mentioned they had a kickoff meeting with Steve and Erica to start gathering information, input on community meetings, and input on discovery tours.

Maureen asked for the board's input on how they would like to engage the community.

Carol would like to have the community meetings be at least one focus group and one town hall. Rachel asked if the town halls have been in person or online. Maureen mentioned that the town halls have been online for the past year and a half. Maureen uses poll everywhere to give a presentation and have instant interaction. Maureen would like to come to the library to give a virtual presentation, but also be in person to answer questions. The participation levels have increased when there is a virtual option.

Rachel asked how the level of discussion is in larger groups compared to the smaller groups. Maureen mentioned that there is less discussion but more responses. Using poll everywhere, participants can type in answers to questions to allow for discussion, although the discussion is not as detailed. The responses to questions can be also collated and analyzed later.

Carol asked if any questions were distributed to groups beforehand so that participants can think about their answers. Maureen mentioned that the community questions are usually not distributed beforehand since they aren't hard questions. The questionnaires for staff are distributed in advance so that staff can take their time and evaluate their space. The community questions will be shared with the library in advance so they can be fine-tuned.

Maureen mentioned they could do 3 focus groups and 1 town hall. Carol said that sounded good.

Maureen asked for the board's input on the discovery tours. The board could assign a task force with two board members. Steve would like to keep the same team on each visit, so that whoever commits to the task force will commit to doing all the tours. Erica mentioned that the libraries that were being considered for the tours were local so board members not on the task force could visit the same libraries at a different time. Maureen mentioned the tours would probably be in September and they usually occur on a Saturday but can be any day of the week.

Steve will put the naming of the task force on the August agenda.

Maureen has set time to tour the Benbrook library's building and meet with staff in early August.

B. Consider staff salary adjustment.

Erica presented the staff change proposal which advances the administrative assistant to a full-time position while the Interlibrary-loan specialist is wanting to revert to part-time status. In the future, Erica would like to analyze salaries to ensure fairness and consistency.

Corky mentioned to consider doing a salary survey. Erica mentioned that could be something good to see where the library stands. Erica hopes to complete the salary proposal before the budget process. David asked if TLA offers any salary services. Erica mentioned that TLA offers a minimum salary recommendation for a beginning librarian but then is hands off after due to differences in public and academic salaries.

Carol mentioned to keep the size of city and the type of library in the comparisons. Erica also mentioned to compare to libraries with similar budgets. Steve has used salary.com and other resources.

Steve mentioned there will be a preliminary budget in August.

C. Consider draft MetroShare inter-local agreement.

Steve presented the draft of the MetroShare inter-local agreement. Steve read through and agrees with the agreement. Steve noted that the agreement does allow the libraries to keep items for local lending only. Rachel noted that the attorney for Benbrook Library should read as "District's Attorney" or "Attorney for the District".

D. Other new business.

No other new business.

VII. **Adjournment:**

Corky moved to adjourn this regular board meeting and David seconded. The ayes confirmed motion approval and the meeting was adjourned at 7:04 pm.

Larry Vickers

Reviewed/Corrected/Approved

Larry Vickers, Board Secretary



July 2021 Snapshot

Visitors



Door Count
7,798



Phone Calls
1,640

Study Rooms

Conference Rooms **87**

Library Booths **53**



Circulation



Total Checkouts **14,342 w/ renewals**

Library Card Holders **11,195**

New Library Cards **189**

Technology

Computer **850**

Wifi **757 clients**

Makerspace

Laser **48** Cricut **1**

3D Prints **12** Laminator **7**

Poster Printer **65**

Social Media

Facebook Likes **2,495**

Posts **35**

Twitter **192**

Tweets **0**

Instagram **345**

Posts **5**

TikTok **154**

Videos **1**



ILL



Received **267**

Shipped **42**

Patrons **101**

Digital Library Resources



1,581



396



2



14



3



1,207



10



26



50



2

Programs

Adult

Programs **10**

Attendance **148**

Youth

Virtual **6**

Views **14**

In Person **20**

Attendance **559**

Makerspace

Programs **4**

Attendance **39**

Code Club **51**