

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

Open to the Public

June 21, 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 – June 7, 2021

Executive Session – June 7, 2021

IV. Reports

- A. Report by Library Director of notable activities for the District during May 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 May 31, 2021.
- C. Treasurer, Board of Trustees, Report of financial status of the District as of May 31, 2021 including income, expenditures, and accounting reports.

V. Old Business

- A. Consider proposal from 720 Design to perform a needs assessment and conceptual planning for the Benbrook Library
- B. Other old business

VI. New Business

- A. Presentation of FY2020 Audit report
- B. Consider closing August ?? for MetroShare transition & configurations
- C. Consider interlocal agreement with the Texas Department of Information Resources
- D. Consider training packages for IT Specialist
- 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

June 21, 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; David McClellan; Larry Vickers; Rachel Moore; Carol Hafer

Also Present: Steve Clegg; Don Richardson of Kirk & Richardson, P.C.

I. Call to order:

Carol called this regular board meeting to order at 6:31 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 7, 2021, regular and executive session meetings as presented. Rachel seconded the motion and the ayes confirmed motion approval.

IV. Reports:

A. Library Director Report:

Steve posted the election information.

The cooling part of the vending machine is currently down. The vending machine has been made out of order so that patrons will not be upset about not having cold sodas. The cooling deck from the machine was taken for repair since the repairs were about \$1,200.00 - \$1,500.00, the library is getting a new unit. The new unit from the manufacturer should be in within the week. There will still be some repair charges for what was attempted so far and then when the new unit is installed.

The outside HVAC unit had coolant and a fan motor replaced. Since the library had a fan motor ready to be used, there was not any cost except the labor for the service call.

The grant for MetroShare was approved for funding. The grant will be in the name of Burleson since Burleson was the one that submitted it.

There are libraries that are trying to extract data on their own, instead of paying the fee. The saved money will be reapplied to commonly owned items.

The E-rate money is approved and there will be \$17, 239.66 reimbursed to the library.

B. Investment Officer Report:

Reports pending. Corky has noticed the interest from TexPool is very low but the Pinnacle Bank interest pays well.

C. Treasurer's Report:

| | |
|-----------------------------------|--------------|
| Sales Tax | 157,785.67 |
| Grants | 0.00 |
| Fines, Fees, Royalties | 642.85 |
| Library Sales | 812.60 |
| Donations/Gifts | 0.00 |
| Interest from Bank Accounts | 57.74 |
| Interest from TexPool | 10.31 |
| Total Income | 159,309.17 |
| Total Expenses | (104,581.65) |
| Net Income | 54,727.52 |
| Balance Brought Forward for Month | 603,007.76 |
| Bank Adj'd Balance + TexPool | 1,792,513.83 |
| Bank Unreported Transactions | (67,878.41) |

Rachel read the treasurer's report.

V. Old Business:

A. Consider proposal from 720 Design to perform a needs assessment and conceptual planning for the Benbrook Library.

The presentation was last board meeting. The board did not want to vote without all members present.

There was a question answered that was raised at the last meeting regarding how to pay.

Maureen Arndt mentioned they bill on the first of each month on a percent complete basis.

The first part would take 3-4 months so the billing would be spread out. Steve mentioned the library has the funds to pay the balance at once, or the library could spread it out.

Corky mentioned that any leverage would not be needed and asked if or what the discount would be if paid in full. Steve mentioned there is no discount for paying the amount in full.

The engineering and landscape architects would have to be paid in full when they provide their work.

Carol asked if the presentation was available to view. She also asked for everyone's comments on the presentation. Rachel's takeaway from the presentation was that Maureen would provide a long-term but also an interim solution to keep employees and patrons happier as well as allow the library to function better.

Steve mentioned that a part of Maureen's involvement would be to attend meetings with the city and others. Steve mentioned that he met with the EDC director, Jessica James, at the Chamber luncheon. They would like to put together another small meeting. If the architect were engaged, she could be involved as well. The meeting will likely be in the middle or end of July.

Larry sees no problems with the needs assessment and conceptual planning and sees it as a great advantage.

Larry made a motion to accept the first part of the proposal from 720 Design to perform a needs assessment and conceptual planning. Rachel seconded the motion and the ayes confirmed motion approval.

B. Other old business

VI. New Business:

A. Presentation of FY2020 Audit Report.

Don Richardson of Kirk & Richardson, P.C. presented the FY2020 Audit Report.

Don Richardson pointed out that in their opinion, the financial statements present fairly, in all material respects, the respective financial position of the library as of September 30, 2020.

Don Richardson also pointed out they identified no deficiencies in internal controls, which are considered material weaknesses. This does not mean that there were not some out there that were not found.

Don Richardson also pointed out that the results of the tests disclosed no instances of noncompliance or other matters that needed or required to be reported.

In his opinion, Don Richardson expected sales tax to be down due to COVID. Rather, there was an increase in 2020 over 2019. This increase helped to offset expenditures between the two years and the ending fund balance had an increase.

The auditors continue to recommend looking at budget numbers and any kind of overbudget. The audit report is good.

B. Consider closing August 20-21 (Friday & Saturday) for MetroShare transition.

Steve would like to close the library on August 20 and 21, 2021 which is the day that MetroShare gets turned on. Even though the library already has had training and the software, this will be when the new interface is live with everybody into it. This will give the partner libraries a couple days to get into it and for the library to get familiar with the new interface. This is so that the library is not conducting business until the new system is ready. The full-time staff will either be directly engaged with the MetroShare going live, busy with other projects, or they can take PTO. This will also allow for some IT projects to be completed with the library being closed. All the partner libraries who are pulling data must close to extract data, so that there are no transactions that will be lost. The library will announce their closure.

C. Consider interlocal agreement with the Texas Department of Information Resources

The Texas Department of Information Resources is developed by the state. They have state resources procured on behalf of smaller and larger municipalities throughout the state. They offer negotiated services and a relationship with the state to do some things for communities that may not have the resources to hire employees.

Steve shared the screen to show the various services that the library can utilize.

Steve would like to get intrusion testing. ATT would be performing something like an audit of computer systems. The library will have to adhere to standards that the state sets and this will help the library to do so. Some of the different services cost and Steve is not aware of the cost currently. The contract that establishes the relationship and holds the library accountable to pay for any services used, must be completed first. Steve will either sign up for services, if its within the library's spending or he will bring it to the board.

The library is doing offsite network backup through Carbonite, but the state offers the same services.

Steve feels the intrusion testing would be an immediate need. This would benefit the network, and files. There is currently not a cost, it is establishing the relationship with the state.

David asked if existing vendors like Carbonite will work with you to move from their contracts. Steve understands the state is a go between for that and they will help. Corky asked if George was involved in the discussion. Steve mentioned he discussed this with Erica and George. The training package for the IT Specialist was suggested to prepare for this. George will be in integral part of this project and mostly the driver of it. The internet provider will not change. ATT is the company that won the contract for the intrusion testing. The library will have to grant them access. The estimated spend form to the contract would like for the library to think about the costs. Steve would like to put \$10,000 in the estimated spend amount. Rachel moved to give authority to Steve to sign the agreement with Texas DIR. David seconded and the ayes confirmed motion approval.

D. Consider training package for IT Specialist

The company that the training package is through is New Horizons. The contractor for IT that the library would use when Steve started with the library is who recommended the training to George. Each course is 40 hours, so Steve would like George to operate from home since his office is in the MakerSpace area. During the time of George's training the intrusion testing will be taking place. The training will be based on windows server 16, but there is not currently training on windows server 19. The training will provide a foundation so that when the library moves to windows server 19 the training will still apply. Steve would like to shift funds from travel and entertainment to training to cover the cost of the training. Rachel moved to accept the training package for IT Specialist through New Horizons. Larry seconded and the ayes confirmed motion approval.

E. Other new business.

No other new business.

VII. **Adjournment:**

Carol adjourned this regular board meeting at 7:24 pm by acclimation and all agree.

Larry Vickers

Reviewed/Corrected/Approved

Larry Vickers, Board Secretary



June 2021 Snapshot

Visitors



Door Count
7,100



Phone Calls
1,640

Study Rooms



Conference Rooms **123**

Library Booths **61**

Circulation



Total Checkouts **14,112 w/ renewals**

Library Card Holders **11,007**

New Library Cards **209**

Technology

Computer **850**

Wifi **699 clients**

Makerspace

Laser **35** Cricut **3**

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

Poster Printer **99**

Social Media

Facebook Likes **2,491**

Posts **35**



Twitter **190**



Tweets **0**

Instagram **337**

Posts **17**

TikTok **139**

Videos **0**

ILL



Received **218**

Shipped **53**

Patrons **80**

Digital Library Resources



1,524



330



2



14



3



1,217



2



31



50



2

Programs

Adult

Programs **11**

Attendance **136**

Youth

Virtual **6**

Views **14**

In Person **20**

Attendance **559**

Makerspace

Programs **2**

Attendance **33**

Code Club **55**