

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

Open to the Public

March 22, 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 – February 22, 2021

Executive Session – March 12, 2021

IV. Reports

- A. Report by Library Director of notable activities for the District during February 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 February 28, 2021.
- C. Treasurer, Board of Trustees, Report of financial status of the District as of February 28, 2021 including income, expenditures, and accounting reports.

V. Old Business

- A. Other old business

VI. New Business

- A. Presentation of FY2020 Audit Report
- B. Consider animals in the library policy
- C. Consider library policy updates
- D. Consider FY2020 annual state report and application for accreditation
- E. Introduction to 2021-2025 strategic plan
- F. Consider modified contract with Bywater Solutions for Koha and Aspen Discovery
- G. Consider adding David McClellan as signature authority for Pinnacle Bank accounts
- H. Consider personnel changes to Children's Department
- I. Consider Spectrum internet connectivity E-Rate proposal
- J. Executive Session to discuss real property issues (per Texas Government Code, Section 551.072)
- K. 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

March 22, 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; David McClellan; Rachel Moore; Larry Vickers

Also Present: Steve Clegg; Erica Richardson; Jerry Bolz; Ryan Lunsford; Slate Howe of Worth Commercial Real Estate; Taylor Marks of Woodcrest Capital; Trace Strevey of Baird, Hampton, and Brown Engineering

I. Call to order:

Rachel called this regular board meeting to order at 6:36 pm.

II. Public Comment:

A. No public comment.

III. Approval of Meeting Minutes:

A. Larry made a motion to approve the minutes from the February 22, 2021 regular and executive session meetings as well as the minutes from the executive session on March 12, 2021. David seconded the motion and the ayes confirmed minutes approval.

IV. Reports:

A. Library Director Report:

Steve announced there have not been any changes to the Library Director report since it was sent. He called attention to a public service announcement from Patron Point describing the new program and surveys the adult and youth services librarians conducted regarding in person programming that was included in with the Library Director report. The public seems to be divided about 50/50 regarding in person programming versus virtual programming. Steve estimated any changes to in person or virtual programming will take place in April but there will be further discussions regarding it in the future.

Rachel asked if more people have been coming in versus doing virtual. Steve mentioned there seemed like a lull during spring break. He has not had any direct responses, but it seems there are less people coming in than before the mask mandate was lifted. There have been no direct responses from the public other than the surveys.

B. Investment Officer Report:

Corky was not in attendance at the meeting. Steve understands that Corky is having difficulty with his computer and this is the third report that is pending.

C. Treasurer's Report:

Sales Tax	165,267.81
Grants	0.00
Fines, Fees, Royalties	586.79
Library Sales	363.12
Donations/Gifts	0.00
Interest from Bank Accounts	55.82
Interest from TexPool	39.90
Total Income	166,313.44
Total Expenses	(122,656.01)
Net Income	43,657.43
Balance Brought Forward for Month	536,357.06
Bank Adj'd Balance + TexPool	1,743,234.21
Bank Unreported Transactions	(86,262.89)

Rachel read the treasurer's report.

V. **Old Business:**

- A. No other old business.

VI. **New Business:**

- A. Presentation of FY2020 Audit Report.

Steve mentioned this item was a placeholder and the auditors will not attend this meeting.

- B. Consider animals in the library policy.

Steve mentioned this policy was previously talked about developing in the past. The library is seeing people bring in animals regularly. Steve presented a two-page policy and a page of referrals to explain why the library has an animal in the library policy. Steve has stickers he would like to place on the doors that specifically mentions service animals. Steve mentioned there are two questions employees can ask a patron regarding a service animal and employees cannot ask about the patron's disability. Rachel confirmed that employees can only ask those questions. Steve recommends for this policy to go into effect and there are exceptions when the library brings in animals for programs.

Larry made a motion to approve the Animals in the Library policy for Benbrook Library. David seconded the motion. Rachel asked for discussion on the policy. The ayes confirmed approval of the animals in the library policy.

- C. Consider library policy updates.

Steve mentioned many of the policy updates are cleaning up policies since the Library left MetrOPAC, since there were many references to MetrOPAC. Also included is a reduced age requirement for a TexShare card. The library is comfortable with 3-year-olds using a card, even if parents use a child's card to expand their borrowing capacity the library is still comfortable with it. The TexShare cards allows patrons to use their card at other libraries and commits the library to assist the other libraries recover loss and damages.

The Collection Development Policy is clarifying the language about Adult and Youth Services Librarians who select material and removes references to MetrOPAC.

The Patron Request for Review of Materials form shortens the patron explanation to challenge something they see.

Steve mentioned there are no real substantive changes, mostly removing references to MetroPAC from the policies.

The Library Rules of Conduct are included to provide consistency between the Animals in the Library policy and behavioral policies in case someone misrepresents an animal as a service animal.

Rachel moved to accept the policy updates for TexShare, collection development policy, and patron request for review of materials. Larry seconded the motion. The ayes confirmed policies approval.

D. Consider FY2020 annual state report and application for accreditation

Steve mentioned the state report and application for accreditation is done every year. It is an encapsulation of the fiscal year's performance which is submitted to the state library. The application for accreditation is formally asking the state library to accredit the library as a library again. The report and application are due by the end of April, but Steve would like to submit it well in advance of due date. Steve would like to mark yes on a strategic plan but make a note that it is pending final approval.

Carol asked Steve to share the screen and to walk through the report and application.

Carol asked for questions on the report and application. All board members confirmed that the report and application look good. The report and application were approved by acclimation.

E. Introduction to 2021-2025 strategic plan

Steve emailed the strategic plan to all board members and it will be discussed later.

F. Consider modified contract with ByWater Solutions for Koha and Aspen Discovery.

The modified contract with ByWater Solutions has to do with the development of the consortium, they renegotiated to give the Library a more attractive price. The library was given a reward price since the library was instrumental in getting other partners to join the consortium. The new contract is saving \$8,000 as of October 1. Steve is asking to sign the contract on behalf of the library. All approved by acclimation for Steve to sign the new contract.

G. Consider adding David McClellan as signature authority for Pinnacle Bank operating account (ending 8622). To add David as a signature authority for the Pinnacle Bank operating account (ending 8622), all others who are currently signature authorities would have to sign new signature cards and present their ID. All approved by acclimation to add David as a signature authority.

H. Consider personnel changes to Children's Department.

The library would like to add a children's librarian upon the retirement of the current librarian assistant for youth services, Phyllis. Even though the current librarian assistant is full-time, it will impact the budget some with the difference in pay. Steve suggests using money that was not used in the prior years for programming to offset the additional cost. The youth services librarian will pick up some of the programming so there will not be a need to outsource some programming. As in person programming is resumed, there will be smaller crowds but more venues. Steve would like to offer between \$43,000 to \$45,000 for the position since \$43,000 is the starting pay for an entry level librarian recommended by the Texas Library Association.

Rachel moved to approve the youth librarian services position. David seconded the motion. The ayes confirmed the approval of the Youth Services Librarian position.

Rachel asked to double check on the exempt status on the position. Steve will check with accountants and they will check with legal as well.

- I. Consider Spectrum internet connectivity E-rate proposal.
During COVID, the library was approached by Spectrum to increase speeds without additional charge. Since this is part of the E-rate funding, it requires federal involvement and prevented the library from accepting the offer immediately. During this process it was discovered the equipment was not capable to manage the speeds. Previously, Steve came to the board to approve new equipment and the new equipment is coming. Steve is asking to approve the Spectrum bid to increase the bandwidth speed at no additional cost. This would not create a new contract but will be applied to the current one expiring June 2022.
Rachel moved to accept the Spectrum internet proposal. Larry seconded the motion. The ayes confirmed approval of the Spectrum internet proposal.
- J. Executive Session to discuss real property issues (per Texas Government Code, Section 551.072)
Carol announced the meeting to move into executive session at 7:00pm.
Carol announced the meeting move out of executive session and back into regular session at 7:58 pm.
- K. Other new business.
Steve discussed his own PTO and will make up any negative numbers before the fiscal year, otherwise it will be owed.

VII. **Adjournment:**

Carol adjourned this regular board meeting by acclamation at 8:17 pm. All confirmed adjournment.

Larry Vickers
Reviewed/Corrected/Approved
Larry Vickers, Board Secretary



March 2021 Snapshot

Visitors



Door Count
5,166



Phone Calls
1,627

Volunteers



No Hours
:(

Circulation



Total Checkouts **5868**

Library Card Holders **10,650**

New Library Cards **110**

Technology

Computer **654**

Wifi **1,607**

Makerspace

Laser 47 Cricut 0

3D Prints **29**

Poster Printer **32**

Social Media



Facebook Likes **2,440**

Twitter **194**

Instagram **313**

TikTok **82**



Posts **72**

Tweets **0**

Posts **21**

Videos **1**

ILL



Received **259**

Shipped **239**

Patrons **83**

Digital Library Resources



1,597



260



0



0



0



1,117



6



27



12



21

Programs

Adult

Programs **8**

Virtual Attendance **55**

Youth

Programs **20**

Views **140**

Makerspace

Programs **7**

Engaged **4**

Robotics **4**