



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

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**May 16, 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, April 18, 2022
- IV. **Reports**
  - A. Library Report by Adult Services Manager and Library Director of notable activities for the District during April 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 April 30, 2022 including income and expenditures.
  - C. Investment Report on status of the District's Investments and TexPool statements as of April 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. Budget update and revisions
  - C. Capital Campaign Account Proposal
  - D. Point of Sale Update
  - E. Policy Update – Tech Agreement
  - F. Policy Update – Conference Rooms
  - G. Policy Update – TexShare cardholders
  - H. Policy Update – Proctoring
  - I. Summer Reading Planning
  - J. Account Update – adding and removing permissions to Wells Fargo account

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 76126

**May 16, 2022**

Open to the Public

Regular Meeting: 6:30 P.M.

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

**I. Call to order:**

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

**II. Public Comment:**

A. No public comment.

**III. Approval of Meeting Minutes:**

A. Rachel moved to accept the minutes from the April 18, 2022, regular board meeting as presented. Larry seconded the motion and the ayes confirmed motion approval. David moved to accept the minutes from the April 8, 2022, work session. Larry seconded the motion and the ayes confirmed motion approval.

**IV. Reports:**

**A. Library Report:**

Cullen presented the Adult Services Department report. Erica presented the Library Director report and library updates. The board discussed the reports.

**B. Treasurer’s Report:**

Rachel read the March and April Treasurer’s Report. Larry moved to approve the March and April 2022 Treasurer’s report. Tammi seconded the motion and the ayes confirmed motion approval.

April 2022

Sales Tax	102,760.35
Grants	4,600.00
Fines, Fees, Royalties	1,346.02
Library Sales	1,201.96
Donations/Gifts	1,300.00
Interest from Bank Accounts	22.89
Interest from TexPool	302.07
Total Income	111,533.29
Total Expenses	(123,630.41)
Net Income	(12,097.12)
Balance Brought Forward for Month	718,843.53
Bank Adj’d Balance + TexPool	1,838,462.17.35
Bank Unreported Transactions	(49,415.37)

March 2022

Sales Tax	134,896.76
Grants	0.00
Fines, Fees, Royalties	950.46

Library Sales	670.95
Donations/Gifts	0.00
Interest from Bank Accounts	25.34
Interest from TexPool	157.57
Total Income	136,701.08
Total Expenses	(159,521.19)
Net Income	(22,820.11)
Balance Brought Forward for Month	719,337.61
Bank Adj'd Balance + TexPool	1,864,183.71
Bank Unreported Transactions	(62,442.68)

C. Investment Officer Report:

Larry presented the investment officer report. Tammi moved to accept the April 2022 Investment Report. Rachel seconded the motion and the ayes confirmed motion approval.

D. Building Committee Report by Library Director on recent fundraisers and campaign account activity.  
Erica presented the building committee report with updates on the Evening at the Library fundraiser.

V. **New Business:**

A. Executive Session pertaining to personnel matters (*Texas Government Code, Title 5, Subtitle A, Chapter 551, Section 551.074*)  
The board decided there was no need to go into executive session.

B. Budget update and revisions

Erica presented the library's operating budget and needed revisions to the budget. The board discussed the budget update and revisions. Rachel moved to accept the proposed budget with the added change of adding more funds to legal fees. Larry seconded the motion and the ayes confirmed motion approval.

C. Capital Campaign Account Proposal

Erica presented the capital campaign account proposal. Larry made a motion to open a TexPool prime account. David seconded the motion and the ayes confirmed motion approval.

D. Point of Sale Update

Erica presented the point-of-sale update. The board discussed the possibility of going cash-less due to issues with set up of the point-of-sale. The board agreed to allow Erica to explore the idea of going cash-less and returning the point-of-sale that was not set up.

E. Policy Update – Tech Agreement

Erica presented a revised technology agreement for patrons. The board discussed the revisions and further changes. The board tabled a final decision until discussed changes are made.

F. Policy Update – Conference Rooms

Erica presented a revised conference room policy. The board discussed the revisions and further changes. The board tabled a final decision until discussed changes are made.

G. Policy Update – TexShare cardholders

Erica presented a revised TexShare card holder policy. The board discussed the revisions and further changes. The board tabled a final decision until discussed changes are made.

H. Policy Update – Proctoring

Erica presented a revised proctoring policy and discussed issues with proctoring. The board discussed revisions and issues. The board tabled a final decision.

I. Summer Reading Planning

Erica presented the library's plan for the summer months. The board discussed these plans.

J. Account Update – adding and removing permissions to the Wells Fargo account

Larry moved to remove Gary "Steve" Clegg from Benbrook Library's Wells Fargo account and add Larry Vickers and Samantha Young to Benbrook Library's Wells Fargo account. Erica Richardson will remain as a signer on Benbrook Library's Wells Fargo account.

VI. **Adjournment:**

Larry moved for the meeting to adjourn. Rachel seconded the motion and the ayes confirmed motion approval. Carol adjourned this regular board meeting at 9:07 pm.

David McClellan

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Reviewed/Corrected/Approved  
David McClellan, Board Secretary