

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

Open to the Public

May 15, 2020

Regular Meeting: 4:00 P.M.

ALL AGENDA ITEMS ARE SUBJECT TO FINAL ACTION

I. Call to Order

II. Public Comment

(Public comment may be made at the beginning of each meeting and at the time during the meeting when the agenda item is discussed.)

III. Approval of Meeting Minutes

A. April 20, 2020

IV. Reports

- A. Report by Library Director of notable activities for the District during April 2020, 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 April 30, 2020.
- C. Treasurer, Board of Trustees, Report of financial status of the District as of April 30, 2020, including income, expenditures, and accounting reports.

V. Old Business

A. Other old business

VI. New Business

- A. Report from Long Range Planning Committee
- B. Executive Session to discuss Real Property
- C. Consider action as recommended by the Long Range Planning Committee
- D. Consider opening public computer access and printing & copying services
- 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 TRUSTEE
May 15, 2020

Benbrook Public Library
1065 Mercedes Street
Benbrook, Texas 76126

This meeting was held virtually, via videoconference hosted on ZOOM
Regular Meeting at 4:00 pm

Members Present: Roy "Corky" Baird; Carol Hafer; Anita Mitchell; Rachel Moore, Larry Vickers;

Also Present: Steve Clegg

- I. Carol called the board meeting back into regular session.

Anita made motion that board hire Jerry Bowles to act as BLD's agent for the acquisition of property for future library location. Rachel seconded motion. Motion carried.

Carol said that perhaps the board can meet with Jerry in Executive Session. Carol thinks everyone will like him. He has some good ideas.

- A. Public Access Computer Proposal

Steve explained that he emailed a .pdf file of what he has in mind for the computer area. Directives have changed so there's easing of restrictions as of May 18th. The plan is for eight computers in the meeting room and printing on a donation basis. Steve has placed the donation box right by the printer/copier. Family units of two people will be allowed at a computer. However, there will be no crossover of patrons utilizing curbside services and those in the computer area.

Carol asked if everyone had a chance to look at Steve's proposal. Carol then opened the document on her screen for everyone to see. Steve explained that this will be re-visited at the end of May. Anita asked if we are asking the public to wear masks. Steve said that staff use masks, but we are not insisting that the public wear them. Corky asked if wipes are being provided.

Steve clarified all measures taken. There's a hand sanitizer station just inside the back door and the computer stations will be wiped down after patrons leave. Steve explained also that we don't know what the demand will be. Six PC stations to start since we are trying to offer services. Anita asked if there will be a time limit. Steve said we are starting with one-hour increments and if there're overflow problems, we will make changes if we have to. Steve will be glad to answer any questions.

Carol asked if we are ready to entertain a motion. Anita said she would like to point out that the Star-Telegram said there are 100 new cases of Covid 19 in Tarrant County. For this reason we should be insisting that patrons wear masks while in the library.

Rachel made motion that BLD accept Steve's "Public Access Computer Proposal" for May 18 through May 31. Corky seconded motion and Larry signified his approval; Anita voted nay. Carol said that motion carries.

At this point Steve mentioned that he has board reimbursement checks ready and will mail them. Carol offered to come by when there are checks to sign. Steve explained that Tuesdays are normally the day that checks are printed.

B. Adjournment:

Corky moved that meeting be adjourned and Larry seconded. All were in favor.

Carol expressed appreciation to trustees for changing their schedules and being willing to meet at this time.

Reviewed/Corrected/Approved
Larry Vickers, Board Secretary

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

May 29, 2020

Regular ZOOM Meeting: 4:00 P.M.

Open to the Public

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

May 15, 2020; May 15, 2020 Executive Session; April 20, 2020; and March 16, 2020

IV. Reports

- A. Report by Library Director of notable activities for the District during May 2020, 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, 2020.
- C. Treasurer, Board of Trustees, Report of financial status of the District as of May 31, 2020 including income, expenditures, and accounting reports.

V. Old Business

- A. Other old business

VI. New Business

- A. Consider reopening phase 3, effective June 1, 2020
- B. Consider proposal to upgrade projectors in the Kathy Ledford Meeting Room
- C. Consider ILS vendor reassignment from MetrOPAC-based Polaris to Bywaters Inc.-managed Koha open source
- D. Other new business

VII. Adjournment

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MINUTES
BENBROOK LIBRARY DISTRICT
BOARD OF TRUSTEE
May 29, 2020

Benbrook Public Library
1065 Mercedes Street
Benbrook, Texas 76126

This meeting was held virtually, via videoconference hosted on ZOOM
Regular Meeting at 4:00 pm

Members Present: Roy "Corky" Baird; Carol Hafer; Anita Mitchell; Rachel Moore, Larry Vickers;

Also Present: Steve Clegg

- I. **Call to order:** Carol called the board meeting to order at 4:01 pm.

Carol then quoted from the Governor's announcement granting suspension of certain open-meeting statutes. This suspension allows for telephone or video conference meetings of governmental bodies that are accessible to the public to reduce in-person meetings that assemble large groups of people.

- II. **Public Comment:** There being no public representative present, there were no comments.

- III. **Meeting Minutes:**

There were four sets of minutes for trustees to review: Namely March 16th, April 20th, May 15th regular meeting and May 15th Executive Session.

Corky made motion that the minutes be approved as presented and Anita seconded the motion. Motion carried.

- IV. **Reports:**

- A. Library Director. Steve gave trustees an opportunity to peruse the report and ask any questions they might have. Anita asked if there was anything Steve wanted to bring to the trustee's attention. Steve answered that there wasn't anything exceptionally noteworthy. Everyone is already aware of the recent building improvements of air-conditioning, new water fountain, and inside painting.
- B. Investment Officer: Corky reported that May was usual. When the Pinnacle account exceeds 250K Mrs. Kaufman will collateralize and perhaps BLD can purchase a Certificate of Deposit. Carol asked if BLD was going to need to send money to TexPool. Corky agreed that if necessary, he will move funds to TexPool.
- C. Treasurer's Report:

Rachel read aloud the March Treasurer's Report:

Sales Tax	116,098.26
Fines, Fees, Royalties	664.09
Library Sales	808.20
Donations/Gifts	8.16
Interest from Bank Accounts	61.52
Interest from TexPool	1,026.29
Total Income	118,666.52
Total Expenses	(99,664.71)
Net Income	19,001.81
Bank Adj'd Balance + TexPool	1,545,724.90
Bank Unreported Transactions	(127,006.39)

There will be a correction to March's report to subtract the expenses and arrive at Net Income.

Rachel then read aloud the April Treasurer's Report:

Sales Tax	154,228.10
Fines, Fees, Royalties	100.27
Library Sales	00
Donations/Gifts	00
Interest from Bank Accounts	65.32
Interest from TexPool	450.93
Total Income	154,844.62
Total Expenses	(102,554.42)
Net Income	52,290.20
Bank Adj'd Balance + TexPool	1,596,867.49
Bank Unreported Transactions	(112,656.45)

(Shaded rows in above tables were not part of March or April Treasurer's verbal report).

V. **Old Business:** There was none.

VI. **New Business:**

A. Re-opening Phase 3, effective June 1, 2020.

Steve explained that this follows the mandated 25% occupancy from the governor's guidance, while maintaining separation between the occupants of the computer center and the stacks. There will be signage explaining those areas where only employees are allowed. The only public seating will be the laptop users because they'll use the special chairs with built-in desk

surface, which can be wiped down. Steve further explained the configuration of entire library. For example, the small conference rooms are filled with other library furniture and children's area items not presently being used. Computers have been removed from the teen room as well.

Steve also mentioned that trustees might want to think about Phase 4 of re-opening. Anita asked about markings on the floor to keep patrons six feet apart or possibly remove the chair beside the reference desk. Carol suggested a door mat or rug be placed where the patron should stand. Steve stated he needs flexibility in serving the public by observing any one or a combination of the requirements of distancing, masks, and sneeze guards. Steve also explained that many interactions will be carried out via email and offered that floor markers would only be directional in nature. The sneeze-guard at the reference desk makes it not as necessary to maintain the 6 ft. distance.

Carol mentioned that the main thing is that employees are safe. Steve offered that the library's constituents are equally important. The library will follow the guidelines and continue to serve the public as best it can. Carol stated that the trustees appreciate what Steve and the staff are doing.

B. Proposal to upgrade projectors in Kathy Ledford Meeting Room.

Steve explained that presently there are three projectors: One which is high def for movies and two which are used to support business meetings. To upgrade two projectors is \$24K. This quote is from the company which installed the present projectors after the library's expansion. This info is only meant as a reference point. Steve further explained that this will need to be done eventually. Carol asked if we need to get another bid. Steve will check on that. Carol asked if there were any other comments. This purchase was tabled for further discussion.

C. Consider ILS vendor reassignment from MetrOPAC-based Polaris to Bywaters Inc.

First Steve apologized for heaping so much info on the trustees at one time. There have been some frustrations – back and forth – with the Fort Worth Library (FWL). Issues have been exposed and it feels more like BLD is a branch of FWL rather than an independent library. Issues surfaced when BLD obtained a mobile app for use with the new website which needed to be linked to Polaris. (Polaris is a proprietary software managed by FWL.) FWL's concern was that Steve had gotten a vendor without their approval ahead of time. This exposed an issue with BLD's relationship with FWL and how we grow and interact.

Regarding the new initiative of Patron Point, Steve involved FWL and explained that the Friends will help fund and the board has approved. FWL said no because it's an API connection which exposes sensitive data from all our libraries. They want the vendor to write a special script to attach to our database. Steve needs to know what he can ask for from vendors. This blocks BLD's initiative. Steve sees no willingness by FWL to negotiate with us. BLD's contract with FWL is up for renewal in November. Steve has been looking at other systems solutions and would like to consider open source library automation products. The company is operated by librarians and software geeks who are in it because it's their passion. There's a world-wide network of expertise and it is highly customizable. The user community requests enhancements and customizations which are then shared by a growing number of member

libraries.

The impact to patrons is another big issue, Steve explained. Patrons are accustomed to dropping off and picking up and varying locations. Steve would like to get a better idea of how many people go back and forth between libraries. He has a sense of the number of books but not the people. Steve pointed out that patrons would be grandfathered - adopted in.

At this point, Carol asked if Steve could help the trustees know who else expressed their displeasure in dealing with their situation. Steve explained that Richland Hills has expressed their intention to withdraw at the end of this term and Keller is evaluating the purchase of Polaris privately and Burleson and Watauga are extending their contracts for one year to buy time to respond. Some libraries can't pivot as quickly as BLD, as they have already set their budget and they must get approvals from the city which they are a part of. Carol restated – so you are saying that within the next two years there are several libraries who will break away from MetrOPAC.

Steve further explained that he has been copying other libraries on his correspondence with Bywaters Solutions and Koha. Bywaters is an administrative and technical services company supporting Koha. Carol recapped again by saying – so in your opinion it looks like several of the libraries are probably moving out of the consortium. Carol also asked if Steve has talked with libraries who use Bywaters. Steve explained that North Richland Hills used Evergreen (another open source product) and then Koha, and Bedford and McKinney are with Koha. Steve put them in touch with a consortium forming between Lancaster, DeSoto, Duncanville, and Cedar Park.

Steve interjected that it's a 4-6 month project from time of decision to completion partially because of migrating data. Currently because of Covid19 summer programs are not going to be what they have been in the past, and therefore a window of opportunity exists. Steve prefers to align annual subscription products and services with our fiscal year. Carol restated the understanding that the software is free but the support from Bywater Solutions is the cost. Steve responded affirmatively.

Steve explained that currently BLD's ILLs are transported by the TransAmigosExpress two days a week. We would increase to a five-day per week courier service. Steve is attempting to work with Bywater Solutions to automate ILL requests, so if someone requests a book and we do not have it, a request form is automatically generated, and an interlibrary loan created. Amigos is subsidized by TSLAC and federal grants, so BLD doesn't absorb the full cost and external pressures help to ensure reliable service. Discussion ensued regarding the number of libraries involved in the ILL program and strategy for high-demand items.

Anita asked in what way is she (as a BLD patron) going to be impacted. Discussion followed. TexShare cards were also discussed. Carol mentioned that a book could come from McAllen, TX for example, perhaps taking a few days.

Carol stated that this is a lot of information and we also hear that this is a timely thing. Carol also said she isn't comfortable voting on this today. Can we take the next two weeks to look this over? During this time trustees can contact Steve with any questions.

At this point, Steve mentioned that Benbrook must notify FWL by August 15th in writing. There will undoubtedly be an extraction fee charged by FWL to extract Benbrook Library's data.

Carol asked if references for Koha and Bywaters could be obtained. Steve answered yes, of course. This is exciting and thought-provoking for sure, Carol mentioned.

Carol affirmed that the board will meet again in two weeks after having looked through this information. Trustees will meet on Friday, June 12th at 4 pm via Zoom.

VII. Adjournment:

Anita made motion to adjourn and Rachel seconded. Motion carried.

Carol expressed appreciation to trustees for changing their schedules and being always willing to meet.

Reviewed/Corrected/Approved
Larry Vickers, Board Secretary