

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

Open to the Public

May 17, 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 – April 19, 2021

Executive Session – April 19, 2021

IV. Reports

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

V. Old Business

- A. Consider 2021-2025 strategic plan
- B. Other old business

VI. New Business

- A. Presentation of FY2020 Audit Report
- B. Executive Session to discuss real property issues (per Texas Government Code, Section 551.072)
- C. Consider proposal from 720 Design to perform a needs assessment and conceptual planning for the Benbrook Library
- 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

May 17, 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; Carol Hafer; David McClellan; Larry Vickers;

Also Present: Steve Clegg; Erica Richardson;

I. Call to order:

Carol called this regular board meeting to order at 6:28 pm.

II. Public Comment:

A. No public comment.

III. Approval of Meeting Minutes:

A. Larry made a motion to approve the minutes from the April 19, 2021 regular and executive session meetings as presented. Corky seconded the motion and the ayes confirmed motion approval.

IV. Reports:

A. Library Director Report:

Steve mentioned there had not been any changes to the report and paused for comments or questions.

Carol noted the Storytimes have been increasing in numbers and the report looks good.

Carol asked if the tablet station is being used. The tablet station has been on the floor awhile before it was ready to be used. Erica made a new slide with an arrow pointing to it.

The summer reading programs will require registration for in-person programs. The adult programs will have in-person and virtual activities for a hybrid theme.

B. Investment Officer Report:

The investment officer report was not prepared in time for the meeting.

C. Treasurer's Report:

Sales Tax	
Grants	0.00
Fines, Fees, Royalties	
Library Sales	

Donations/Gifts	0.00
Interest from Bank Accounts	
Interest from TexPool	
Total Income	
Total Expenses	
Net Income	
Balance Brought Forward for Month	
Bank Adj'd Balance + TexPool	
Bank Unreported Transactions	

The treasurer's report was not prepared in time for the meeting due to the financial reports not yet being received from the accountants. Steve will send the financial and treasurer reports to all board members once they have been received.

V. Old Business:

A. Consider 2021-2025 strategic plan.

The adjustments made to the strategic plan were discussed in the previous board meeting.

Carol and Larry agree the strategic plan showed that Steve expended much effort and was very thorough.

Carol announced the strategic plan presented is approved by acclamation.

B. Other old business

VI. New Business:

A. Presentation of FY2020 Audit Report.

Auditors were not in attendance at this meeting.

B. Executive Session to discuss real property issues (per Texas Government Code, Section 551.072)

Carol announced to move out of regular session and into executive session at 6:37 pm.

Carol announced to move out of executive session and into regular session at 6:44 pm.

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

Steve included in the board packet the proposal of the need's assessment. The first three pages shows the scope of the project and the fourth page shows expenses. Steve mentioned at times a needs assessment may offer recommendations that a business is not prepared to move forward with. Steve does not see much of a risk since this should be the only time there is such a growth of space needs. The needs assessment will be helpful if the library is caught between properties. Carol believes the needs assessment will prepare the community for the library's changes and allow success with future fundraising, if needed.

Steve mentioned the fundraising of Dripping Springs that used the county commissioners to help raise funds. The library can utilize a similar method of approaching the county commissioners to do a bond for the library.

The needs assessment will help in the process finding a property that will address needs of the library and showing that the process was done in a methodical way with outside expertise.

Carol would like to visit libraries to get ideas on what the library would be able to do. The proposal does include a benchmark study with other similar libraries.

Steve suggests bringing Maureen Arndt from 720 Design to the next meeting with the idea to approve the proposal and to clarify points. The board will meet on June 7 at 6:30 to meet with Maureen Arndt from 720 Design.

D. Other new business.

Steve received a letter from TCAP regarding ancillary charges from the Winter Storm event.

There are options to pay a lump sum, monthly payments through 2022, or monthly payments through December 2028. Steve recommends paying the lump sum of \$13,273, so the expense is made in the year that the event happened.

While Carol does not have any problems paying the amount, Carol, David, and Larry agree to protest and research the sum.

VII. **Adjournment:**

All in attendance agree to adjourn this regular board meeting at 7:03 pm.

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



May 2021 Snapshot

Visitors



Door Count
4,569



Phone Calls
1,456

Study Rooms



Conference Rooms **103**

Library Booths **72**

Circulation



Total Checkouts **11,127 w/ renewals**

Library Card Holders **10,862**

New Library Cards **121**

Technology

Computer **681**

Wifi **613**

Makerspace

Laser **53** Cricut **4**

3D Prints **14** Laminator **6**

Poster Printer **68**

Social Media

Facebook Likes **2,480**

Posts **36**



Twitter **197**



Tweets **0**

Instagram **326**

Posts **9**

TikTok **128**

Videos **2**

ILL



Received **254**

Shipped **233**

Patrons **79**

Digital Library Resources



1,606



223



2



1

MUZZY

0



1,162



0



31



15

CuriosityStream

2

Programs

Adult

Programs **8**

Virtual Attendance **36**

Youth

Virtual **11**

Views **95**

In Person **20**

Attendance **329**

Makerspace

Programs **1**

Engaged **40**

Code Club **29**