

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

Open to the Public

November 16, 2020

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**

October 19, 2020

**IV. Reports**

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

**V. Old Business**

- A. Other old business

**VI. New Business**

- A. Installation of new trustee
- B. Appointment of officers
- C. Consider wide format printer replacement proposal
- D. Executive Session to discuss real property issues (per Texas Government Code, Section 551.072)
- 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  
November 16, 2020  
Benbrook Public Library  
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; Rachel Moore; Larry Vickers

Also Present: Steve Clegg

**I. Call to order:**

Carol brought this regular board meeting to order at 6:34 pm.

Carol began by conveying the statement whereby, due to the Covid-19 crisis, the governor has provided permission for the Benbrook Board of Trustees to meet via teleconference. And has provided means for the public to participate and address the trustees via teleconference.

**II. Public Comment:**

Carol explained that a representative from the Bearden family is on the phone with trustees and asked if there were any public comments. There was none.

**III. Approval of Meeting Minutes:**

A. Steve shared his PC's screen with board minutes displayed for all to see. Rachel made motion to approve board minutes from October 19<sup>th</sup> regular meeting. Larry seconded motion and the ayes confirmed minutes approved.

Carol mentioned BLD's newsletter and ask if everyone had received theirs at home. There was positive feedback.

**IV. Reports:**

A. Library Director Report:

Steve shared his screen showing the Director's report and a snapshot of the month's activity. Carol liked the snapshot page. Steve explained that now that Erica is on-board and there is more time and resources, the snapshot can become a regular feature.

Carol commented that ILLs are going smoothly and that has certainly been her experience. Steve mentioned that ILL transactions did not come across in the new system because of the way ILLs are treated in Polaris. So ILLs are being entered manually. Carol said that she has been able to get everything she needs in a timely way.

Steve then asked if there were any further comments. There were none.

B. Investment Officer Report:

Corky presented investment reports and explained that in October BLD went into the “red”. Steve explained that October is the month that the library’s annual subscriptions come due.

C. The October Treasurer’s Report was not available.

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

VI. **New Business:**

A. Installation of new trustee:

Steve explained that David McClellan, the board’s newest trustee was sworn in today at the library, so he is official and can vote on motions.

B. Appointment of officers:

Carol explained that the board is made up of an Investment Officer, Treasurer, and a secretary and asked if everyone is willing to continue in their present positions. Positive responses followed.

Corky made motion that the officers continue in office and Rachel seconded the motion. Motion carried.

C. Consider wide format printer replacement proposal:

Carol explained that next on the agenda is a printer that has stopped working. Steve explained the background of why. It boils down to, Canon the printer manufacturer is not willing to train Sharp personnel to repair said printer.

Discussion followed regarding the merits of a new printer and purchase versus lease. Corky asked if we get better service if the printer is leased. Rachel asked if there’s a different warranty if you purchase versus lease; because if warranty runs only one year, then lease may be better because of service.

Carol asked what is the consensus here – do we give Steve the discretion to lease or buy. Discussion followed regarding a buy-out option after the lease period. Rachel made a motion that the board approve an expenditure of \$5,600 for either purchase or lease of a new wide-format printer. Whether it is purchase or lease is at Steve’s discretion. David seconded the motion and the ayes indicated motion passed.

Carol asked if there were any comments from the public. At this point, the Bearden family thanked the board and hung up.

D. The meeting moved to Executive Session. (separate minutes) to discuss real property.

After Executive Session discussions the meeting moved back to regular session.

Rachel made a motion that the board allow Steve to engage an attorney and spearhead getting a survey done on BLD's property. Larry seconded motion. Motion passed with no negative votes.

VII. **Adjournment:**

Corky moved that the meeting adjourn and Rachel seconded. Motion carried.

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Reviewed/Corrected/Approved  
Larry Vickers, Board Secretary



# November 2020 Snapshot

## Visitors



Door Count  
3,523



Phone Calls  
1,897

## Volunteers



No Hours  
:(

## Circulation



Total Checkouts 2,323 (from 11/16)

Library Card Holders 15,353

New Library Cards 82

## Technology

Computer 454

Wifi 1,493

Website \*working on

## Makerspace

Laser 63

3D Prints 26

Poster Printer 0

Cricut 12

## Social Media

Facebook Likes 2,3798

Posts 47



Twitter 191



Twitter 4

Instagram 273

Instagram 4

## ILL



Received 210

Shipped 33

Patrons 100

## Digital Library Resources



1,494



291



41



52



1,003



3



17



1

## Programs

### Adult

Programs 7

Virtual Attendance 26

### Youth

Programs 17

Engaged 247

### Makerspace

Programs 3

Engaged 9