

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

Open to the Public

November 15, 2021

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 Session – October 18, 2021

IV. Reports

- A. Report by Library Director of notable activities for the District during October 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 September 30, 2021.
- C. Treasurer, Board of Trustees, Report of financial status of the District as of October 31, 2021 including income, expenditures, and accounting reports.

V. Old Business

- A. Consider Library Director employment agreement
- B. Executive Session pertaining to personnel matters (*Texas Government Code, Title 5, Subtitle A, Chapter 551, Section 551.074*)
- C. Other old business

VI. New Business

- A. Installation of newly elected trustees
- B. Election of Officers
- C. Consider Phase 2 contract with 720 Design
- D. Consider adding the Assistant Director to TexPool account
- E. Consider updated Covid-19 policy
- F. Consider point-of-sale system quote
- G. 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

November 15, 2021
Benbrook Public Library District
1065 Mercedes Street
Benbrook, Texas 76126
Regular Meeting at 6:30 pm

Members Present: Carol Hafer; David McClellan; Larry Vickers; Rachel Moore

Also Present: Steve Clegg; Erica Richardson; Samantha Young; Maureen Arndt of 720 Design

I. Call to order:

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

II. Public Comment:

A. No public comment.

III. Approval of Meeting Minutes:

A. David made a motion to approve the minutes from the October 18, 2021, regular board meeting as submitted. Rachel seconded the motion and the ayes confirmed motion approval.

IV. Reports:

A. Library Director Report:
The board discussed the library director report.

B. Investment Officer Report:
Report pending.

C. Treasurer's Report:

Sales Tax	135,699.06
Grants	0.00
Fines, Fees, Royalties	939.77
Library Sales	499.19
Donations/Gifts	0.00
Interest from Bank Accounts	24.69
Interest from TexPool	27.65
Total Income	137,190.36
Total Expenses	(137,239.71)
Net Income	(49.35)
Balance Brought Forward for Month	702,578.40

Bank Adj'd Balance + TexPool	1,797,156.33
Bank Unreported Transactions	(116,216.05)

Rachel read the September 2021 treasurer's report.

V. Old Business:

- A. Consider Library Director employment agreement.
All board members agreed to hold a special meeting November 23, 2021 to further discuss this matter and allow more time to review materials.
- B. Executive Session pertaining to personnel matters (*Texas Government Code, Title 5, Subtitle A, Chapter 551, Section 551.074*)
Carol called for the meeting to go into executive session at 6:42 pm.
Carol called for the meeting to go back into regular session at 8:01 pm.

VI. New Business:

- A. Installation of newly elected trustees.
For each incoming member, the oath was administered by Samantha Young.
Carol Hafer and Rachel Moore were installed.
- B. Election of Officers.
Rachel nominated Larry Vickers as Investment Officer. David seconded the nomination. All agree to name Larry Vickers as Investment Officer.
David nominated Carol Hafer as President. Rachel seconded the nomination. All agree to name Carol Hafer as President.
Carol nominated Rachel Moore as Treasurer/Vice President. David seconded the nomination. All agree to name Rachel Moore as Treasurer/Vice President.
Carol nominated David McClellan as Secretary. Larry seconded the nomination. All agree to name David McClellan as Secretary.
- C. Consider Phase 2 contract with 720 Design.
Maureen shared a presentation she prepared to update the board on the needs assessment.
Rachel moved to accept Phase 2 Contract with 720 Design. David seconded the motion and the ayes confirmed motion approval.
- D. Consider adding the Assistant Director to TexPool account
All members agree to sign the Resolution Amending Authorized Representatives for TexPool.
This will add Larry Vickers as Investment Officer and Erica Richardson as Interim Library Director to the TexPool account.
- E. Consider updated Covid-19 policy
Rachel moved to accept the updated COVID-19 response policy and allow it to be amended with the interim library director's discretion along with CDC guidelines. Larry seconded the motion and the ayes confirmed motion approval.
- F. Consider point-of-sale system quote
Erica and the board discussed the new point-of-sale system from Envisionware.

David moved to purchase the new Envisionware point-of-sale system. Rachel seconded the motion and the ayes confirmed motion approval.

VII. **Adjournment:**

All members agree to adjourn this regular board meeting at 9:08 pm.

David McClellan

Reviewed/Corrected/Approved

David McClellan, Board Secretary

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

Open to the Public

November 23, 2021

Special 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

N/A

IV. Reports

N/A

V. Old Business

- A. Executive Session pertaining to personnel matters (*Texas Government Code, Title 5, Subtitle A, Chapter 551, Section 551.074*)
- B. Library Director employment agreement

VI. New Business

- A. Consider revision of bylaws
- B. Consider purchase of electronic devices for documents for board members
- C. Consider ad hoc fundraising committee

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

November 23, 2021
Benbrook Public Library District
1065 Mercedes Street
Benbrook, Texas 76126
Special Meeting at 6:30 pm

Members Present: Carol Hafer; David McClellan; Larry Vickers; Rachel Moore

Also Present: Erica Richardson;

I. Call to order:

Carol called this special board meeting to order at 6:32 pm.

II. Public Comment:

A. No public comment.

III. Approval of Meeting Minutes:

N/A

IV. Reports:

N/A

V. Old Business:

A. Executive Session pertaining to personnel matters (*Texas Government Code, Title 5, Subtitle A, Chapter 551, Section 551.074*)

Carol called for the meeting to go into executive session at 6:33 pm.

Carol called for the meeting to go back into regular session at 7:10 pm.

B. Library Director employment agreement.

Rachel moved to extend the Library Director's employment agreement with the added exception that the director does not have to live within the bounds of Benbrook City limits.

David seconded the motion and the ayes confirmed motion approval.

VI. New Business:

A. Consider revision of bylaws

The board discussed updates to the bylaws. The board would like to plan a workday after January to further discuss revision to the bylaws.

B. Consider purchase of electronic devices for documents for board members.

Carol and the board discussed the purchase of electronic devices for all board members.

Erica will research electronic devices and send out options to the board to purchase.

C. Consider ad hoc fundraising committee.

The board discussed a committee for fundraising for the new building.
David made a motion to create a building committee to get the citizens of Benbrook stirred up for a new library. Rachel seconded the motion and the ayes confirmed motion approval.

VII. **Adjournment:**

All members agree to adjourn this regular board meeting at 7:33 pm.

David McClellan

Reviewed/Corrected/Approved

David McClellan, Board Secretary



November 2021 Snapshot

Visitors



Door Count **4,932**



Phone Calls **580**

Volunteers **100**

Study Rooms



Conference Rooms **103**

Library Booths **41**

Circulation



Benbrook Checkouts **11,588**

MetroShare Checkouts **839**

Library Card Holders **11,633**

New Library Cards **86**

Technology

Computer **144**

Wifi **772 clients**

Makerspace

Laser **55** Cricut **5**

3D Prints **5** Laminator **6**

Poster Printer **118**



Social Media

Facebook Likes **2,549** Posts **25**

Instagram **366** Posts **8**

TikTok **184** Videos **0**



ILL



Received **99**

Shipped **34**

Patrons **64**

Digital Library Resources



1,286



264



1



0



2



1,202



5



15



61



2

Programs

Adult

Programs **13**

Attendance **93**

Youth

Programs **39**

Attendance **1,119**

Makerspace

Programs **4**

Attendance **71**

Code Club **61**