



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

November 20, 2023

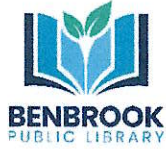
Open to the Public

Regular Meeting: 4:30 P.M.

ALL AGENDA ITEMS ARE SUBJECT TO FINAL ACTION

- I. **Call to Order**
- II. **Public Comment** - Texas Government Code Section 551.007 mandates that a governmental body allow a citizen to speak only in regard to items on an agenda. Citizen comments are limited to 3 minutes.
- III. **Approval of Meeting Minutes** - Regular Meeting on Monday, October 16, 2023 and Work Session on Wednesday, October 18, 2023.
- IV. **Reports**
 - A. Library Report by Library Director of notable activities for the District during October 2023 including meetings attended, District business conducted, and programs presented.
 - B. Treasurer Report of financial status of the District as of October 31, 2023 including income and expenditures.
 - C. Investment Report on status of the District's Investments and TexPool statements as of October 31, 2023.
- V. **New Business**
 - A. Installation of Newly Elected Trustees
 - B. Election of Officers
 - C. Consider Audit Engagement Letter with John Swaim
 - D. Consider Removing Samantha Young from all bank accounts
 - E. Consider Jonathan Roach and Associates Engagement Letter
 - F. Consider Wells Fargo investment account
 - G. Executive Session pertaining to personnel matters *Texas Government Code, Title 5, Subtitle A, Chapter 551, Section 551.074*
- 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 LIBRARY DISTRICT
1065 Mercedes Street Benbrook, Texas

November 20, 2023

Open to the Public

Regular Meeting: 4:30 P.M.

Board of Trustees Members Present: Carol Hafer; Rachel Dillard Moore; Tammi Cauthen, Christina Watson; Larry Vickers
Also Present: Erica Richardson, Library Director
Others Present: David Hafer; Steven Watson; Whitney Hughes; Caitlin Boughton; Amy Georgopoulos; Ray Arce, representing Roach & Associates, PLLC

- I. **Call to Order** - Carol called this regular board meeting to order at 4:34pm
- II. **Public Comment** - Texas Government Code Section 551.007 mandates that a governmental body allow a citizen to speak only in regard to items on an agenda. Citizen comments are limited to 3 minutes.
 - A. Carol stated Library Staff is always encouraged to attend Board of Trustee meetings.
 - B. The public asked if information or credentials for new candidates running for election to a Board position could be made available on the website for future elections. The board will take this matter under consideration.
- III. **Election Results, Installation and Election of Board Members**
 - A. Canvass Election results - Tammi motioned to approve the canvassing of the November 7, 2023 election results. Christina seconded the motion. All ayes confirmed approval. Carol signed the canvass of election and election certificate.
 - B. Installation of Newly Elected Trustees - Erica Richardson, administered the oath of office to Carol Hafer, Rachel Dillard Moore and Tammi Cauthen. A notary was not available.
 - C. Election of Officers
Larry nominated Carol Hafer as Board President. Rachel seconded the motion and the ayes confirmed approval of Carol Hafer serving as Board President.
Tammi nominated Rachel Dillard Moore as Board Treasurer. Carol seconded the motion and the ayes confirmed approval of Rachel Dillard Moore serving as Board Treasurer.
Tammi nominated Christina Watson as Board Secretary. Rachel seconded the motion and the ayes confirmed approval of Christina Watson serving as Board Secretary.
Rachel nominated Larry Vickers as Board Investment Officer. Christina seconded the motion and the ayes confirmed approval of Larry Vickers serving as Board Investment Officer.
- IV. **Approval of Meeting Minutes** - Regular Meeting on Monday, October 16, 2023 and Work Session on Wednesday, October 18, 2023.
Tammi motioned to approve the meeting minutes from the October 16 and October 18, 2023. Larry seconded the motion. All ayes confirmed motion approval and approval of minutes.
- V. **Reports**

- A. Library Report by Library Director of notable activities for the District during October 2023 including meetings attended, District business conducted, and programs presented.
Erica presented the library report for fiscal year 2023, October 1, 2022 to September 30, 2023. Erica will have October 2023 report, statistics since 2013 and zip code specific library card holder numbers at next meeting.

| | |
|---|---------|
| Library Visitors | 104,782 |
| Total Items checked out | 179,632 |
| Library Card Holders | 12,962 |
| Computer Sessions | 7,257 |
| Study Rooms | 1,477 |
| Volunteer Hours | 1,354 |
| Ebooks, Audiobooks and Streaming Services | 47,173 |
| Maker Space Visitors | 2,220 |
| Total Programs | 888 |
| Total Attendance | 25,010 |
| Social Media Followers | 4,102 |
| Social Media Posts | 1,002 |

- B. Treasurer Report of financial status of the District as of October 31, 2023 including income and expenditures.
The board tabled this item until the December regular meeting.
- C. Investment Report on status of the District's Investments and TexPool statements as of October 31, 2023.
The board tabled this item until the December regular meeting.

VI. New Business

- A. Consider Audit Engagement Letter with John Swaim - Tammi motioned to accept the Audit Engagement Letter with John Swaim, subject to clarification of hourly rate or flat rate total amount of \$11,000 on page 5, 3rd paragraph of the letter. Rachel seconded the motion. All ayes confirmed motion approval.
- B. Consider Removing Samantha Young from all bank accounts - Tammi motioned to remove Samantha Young from all bank accounts. Larry seconded the motion. All ayes confirmed motion approval. New signatory to be voted on in December regular meeting.
- C. Consider Jonathan Roach and Associates Engagement Letter - Larry motioned to accept the Jonathan Roach and Associates engagement letter for final vote during special meeting or December regular meeting, subject to final review and negotiation,. Tammi seconded the motion. All ayes confirmed motion approval.
- D. Consider Wells Fargo investment account - Larry motioned to open a Wells Fargo Investment Account with Carol, Rachel, Larry and Erica as signatories, subject to confirming all Board members will have access to view transactions. Tammi seconded the motion. All ayes confirmed motion approval.
- D. Executive Session pertaining to personnel matters *Texas Government Code, Title 5, Subtitle A, Chapter 551, Section 551.074*
Carol called to move into executive session at 5:27pm
Carol called to move out of executive session at 5:56pm

VII. Adjournment

Christina moved to adjourn this regular board meeting. Rachel seconded the motion and the ayes confirmed motion approval. This regular board meeting adjourned at 5:58pm.

Christa Watson

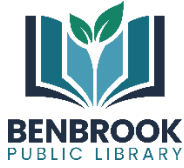
Reviewed/Corrected/Approved
Christina Watson, Board Secretary



Benbrook Library District

November 20, 2023 Meeting

| | First Name | Last Name | Home Address | Public Comment - Y or N |
|----|------------|--------------|--------------------------------|-------------------------|
| 1 | Dawn | Hartner | 569 STERLING DR BENBROOK | N |
| 2 | Steven | Watson | 9416 Wandering Way Benbrook | N |
| 3 | Whitney | Hughes | 1114 Corbin St E | Y |
| 4 | Caitlin | Boughton | _____ | Y ✓ |
| 5 | Amy | Georgopoulos | 1229 Wadley Hampton St. | N |
| 6 | Ray | Arce | 2221 Galmaston, TX 77550 | Y |
| 7 | | | | |
| 8 | | | | |
| 9 | | | | |
| 10 | | | | |



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

November 27, 2023

Open to the Public

Special Meeting: 2:00 PM

ALL AGENDA ITEMS ARE SUBJECT TO FINAL ACTION

I. Call to Order

- II. Public Comment** – Texas Government Code Section 551.007 mandates that a governmental body allow a citizen to speak only in regard to items on an agenda. Citizen comments are limited to 3 minutes.

III. Continuing Business

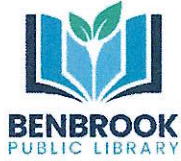
- A. Consider Jonathan Roach and Associates Engagement Letter

IV. New Business

- A. Consider new monthly meeting time of the Board of Trustees
- B. Consider decommission technology items from inventory

V. Adjourn

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MINUTES

BOARD OF
TRUSTEES
BENBROOK
LIBRARY
DISTRICT

1065 Mercedes Street Benbrook,
Texas

November 27, 2023

Open to the Public

Special

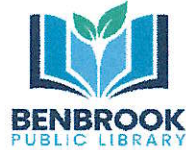
Meeting: 2:00 PM

Board Trustees Present: Carol Hafter,
Tammi Cauthen, Christina Watson

Not Present: Larry Vickers,
Rachel Moore

- I. **Call to Order** – The meeting was called to order by Carol Hafer at 2:01 P.M.
- II. **Public Comment** – Texas Government Code Section 551.007 mandates that a governmental body allow a citizen to speak only in regard to items on an agenda. Citizen comments are limited to 3 minutes.
 - **Debbie Belt** – Commented about having the public meetings later if the meeting times will be changed.
- III. **Continuing Business**
 - A. Consider Jonathan Roach and Associates Engagement Letter – There was a motion to approve the Engagement Letter from Jonathan Roach and Associates for the annual cost of \$12,000 by Christina, and seconded by Tammi. There was discussion about whether to go with the option of hourly or annual cost, and the annual cost was decided. Motion carried.
- IV. **New Business**
 - A. Consider new monthly meeting time of the Board of Trustees – There was a discussion regarding setting a new time with the room availability and scheduling limitations. Tammi motioned to move the board meetings to the fourth Monday at 5:30 PM starting in January. Christina seconded. Motion carried.
 - B. Consider decommission technology items from inventory – The list of items were presented to the board.
- V. Christina motioned to adjourn, Tammi seconded. The meeting was adjourned at 2:10 P.M.

Christie Watson



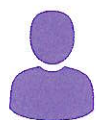
Benbrook Library District

November 27, 2023 Meeting

| | First Name | Last Name | Home Address | Public Comment - Y or N |
|----|------------|--------------|----------------------|-------------------------|
| 1 | Miko | Barker | 1213 Ocean St | TBD |
| 2 | Kristen | Cathery | | No |
| 3 | Amy | Georgopoulos | | No |
| 4 | Debbie | Belt | | Yes |
| 5 | Jiwoo | QVance | 10100 Fieldcrest Dr | — |
| 6 | Jordan | Roller | 9429 Aspen Ridge Dr. | — |
| 7 | Caityln | Baughton | | — |
| 8 | | | | |
| 9 | | | | |
| 10 | | | | |

Late
arrival /
OK

Visitors



Door Count

6,947



Volunteer Hours

46

Study Rooms

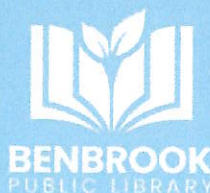


Conference Rooms 54*

Library Booths **56**

*down to one study room

Circulation



Total Checkouts **12,477 w/ renewals**

Library Card Holders **13,249**

New Library Cards **102** Digital **13**

Technology

Computer **450**

Wifi Sessions **3616**



Makerspace

Laser **71** Cricut **9**

3D Prints **23** Laminator

Poster Printer



Social Media

Facebook Likes **3,981**

Instagram 721

Posts **62**

Posts **4**



ILL



Received **132**

Shipped **135**

Patrons **53**

Digital Library Resources



1,745



652



0



5



5



2,025



0



10



29



282

Adult

Programs **17**

Attendance **97**

Robotics **48**

Youth

Programs **45**

Attendance **1,227**

Holly Jolly

Attendance **507**

Makerspace **400**
reindeer, harpist, carolers &
balloon elves. Next year 10
years

Total Attendance: 1,372