



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

October 16, 2023

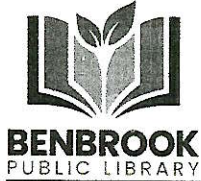
Open to the Public

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, September 18th & Special Meeting on Friday, September 22nd.
- IV. **Reports**
 - A. Library Report by Library Director of notable activities for the District during September 2023 including meetings attended, District business conducted, and programs presented.
 - B. Treasurer Report of financial status of the District as of September 30, 2023 including income and expenditures.
 - C. Investment Report on status of the District's Investments and TexPool statements as of September 30, 2023.
 - D. Update on official health provider change to Cigna based on City of Benbrook recommendation
 - E. Update on Texas Municipal League Conference in Dallas and National Special District Coalition in Austin
 - F. Election update on November 7th
- V. **Continued Business**
 - A. FY23 Budget Revisions
 - B. TexasChoice Pool, LoneStar Money Market and Investment update
 - C. PTO policy Revisited
 - D. Feasibility Study and Timeline update
 - E. Consider purchase of 6 computers for Circulation staff
- VI. **New Business**
 - F. Consider Employee Handbook revisions from updated policies
 - G. Consider enrolling Library Operations Manager in Texas Municipal Clerk Certification Program
 - H. Executive Session pertaining to personnel matters *Texas Government Code, Title 5, Subtitle A, Chapter 551, Section 551.074*
- 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 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 PUBLIC LIBRARY DISTRICT
1065 Mercedes Street Benbrook, Texas

October 16, 2023

Open to the Public

Regular Meeting: 4:30 P.M.

Board of Trustees Members Present: Larry Vickers; Tammi Cauthen; Carol Hafer; Rachel Moore; Christina Watson
Also Present: Erica Richardson, Library Director; Samantha Young, Library Operations Manager
Others Present: Caitlin Boughton; Debbie Belt; Katarzyna Lozyk; Sara Hooser

I. Call to Order

Carol called this regular board meeting to order at 4:33 pm.

- 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.
The public commented about personnel matters.

- III. Approval of Meeting Minutes** – Regular Meeting on Monday, September 18th and Special Meeting on Friday, September 22nd
Tammi motioned to approve the meeting minutes from September 18th and September 22nd. Larry seconded the motion. All ayes confirmed motion approval and approval of the minutes.

IV. Reports

- A. Library Report** by Library Director of notable activities for the District during September 2023 including meetings attended, District business conducted, and programs presented.
Erica tabled this report to allow time to gather stats.
- B. Treasurer Report** of the financial status of the District as of September 30, 2023, including income and expenditures.
This item was tabled because of lack of financials.
- C. Investment Report** on status of the District's Investments and TexPool statements as of September 30, 2023.
Larry read the September 2023 Investment Report.
- D. Update** on official health provider change to Cigna based on City of Benbrook recommendation.
Erica and Samantha presented the update on the health provider change. There is no update on official costs, but the coverage should not change for staff.
- E. Update** on Texas Municipal League Conference in Dallas and National Special District Coalition
Erica and Samantha presented updates on the conferences and meetings.
- F. Election update** on November 7th
Samantha presented the update on the November 7th election.

V. Continued Business

A. FY23 Budget Revisions

The FY23 Budget Revisions have been tabled since financials have not yet been received.

B. TexasChoice Pool, LoneStar Money Market and Investment update

Larry presented the Investment update.

C. PTO policy Revisited

Erica presented the PTO policy. The board discussed the PTO policy.

Tammi motioned to frontload half of the usual 80 hours of PTO on October 30, 2023. The other 40 hours of the usual frontloaded accrual will be incorporated into the remaining pay periods of the fiscal year. Starting October 1, 2024, the PTO will move into per pay period accrual only. Rachel seconded the motion. All ayes confirmed motion approval.

Rachel moved to restrict the 40 frontloaded PTO hours. If an employee terminates their employment, they will pay back whatever is left of the frontloaded PTO on a quarterly basis. Larry seconded the motion. The four ayes and one nay confirmed motion approval and approval of the PTO restriction.

D. Feasibility Study and Timeline update

Erica presented the feasibility study and timeline update.

E. Consider purchase of 6 computers for Circulation staff

Erica presented the purchase of 6 computers for Circulation staff.

Rachel moved to purchase the 6 computers for Circulation staff. Christina seconded the motion. All ayes confirm motion approval and approval of purchasing 6 computers for circulation staff.

VI. New Business

A. Consider Employee Handbook revisions from updated policies

Erica presented Employee Handbook revisions from updated policies.

Tammi motioned to accept the updates to the personnel policy with the exception of the change to 7.15 to update the PTO time to the accrued rates as of today's meeting on October 16, 2023. Larry seconded the motion. All ayes confirm motion approval and approval of the updated policies.

B. Consider enrolling Library Operations Manager in Texas Municipal Clerk Certification Program

Erica presented enrolling the Library Operations Manager in Texas Municipal Clerk Certification Program. The board discussed the proposal. There was no need for action on this item.

C. 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 5:33 pm.

Carol called to move into executive session at 6:08 pm.

VII. Adjournment

The board agreed to adjourn this regular board meeting at 6:08 pm.



Reviewed/Corrected/Approved

Tammi Cauthen, Board Secretary



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

October 18, 2023

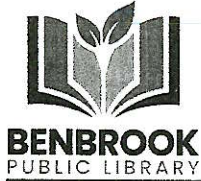
Open to the Public

Work Session: 8:00 AM

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. New Business**
 - A. The board will be meeting with the staff to discuss the new fiscal year expectations.
- IV. Adjourn**

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 PUBLIC LIBRARY DISTRICT
1065 Mercedes Street Benbrook, Texas

October 18, 2023

Open to the Public

Work Session: 8:00 A.M.

Board of Trustees Members Present: Larry Vickers; Tammi Cauthen; Carol Hafer; Rachel Moore; Christina Watson
Others Present: Caitlin Boughton; Katarzyna Lozyk; Samantha Young; Kayla Minter; Raven Hill; Krystal Hunter; Sara Hooser; Julie Alvarez; Sheryl Akins; Miranda Bauer; Ted Avila; Jenny Johanson; Jordan Roller; Lori Tucker-Woodbury; Melissa Wray; Austin Hodges; Bridgett Adrian; Krystal Curry

I. **Call to Order**

Carol called this work session to order at 8:04 am.

- 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.
The public commented about new fiscal year expectations.

III. **New Business**

- A. The board will be meeting with the staff to discuss the new fiscal year expectations.
The board discussed the new fiscal year expectations including complaints being submitted as the employee handbook indicates.

IV. **Adjourn**

The board agreed to adjourn this work session at 8:09 am.



Reviewed/Corrected/Approved

Tammi Cauthen, Board Secretary