

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

Open to the Public

October 19, 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**

September 21, 2020 and September 28, 2020

**IV. Reports**

- A. Report by Library Director of notable activities for the District during September 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 September 30, 2020.
- C. Treasurer, Board of Trustees, Report of financial status of the District as of September 30, 2020 including income, expenditures, and accounting reports.

**V. Old Business**

- A. Consider design concept from O'Flinn Design Group
- B. Other old business

**VI. New Business**

- A. Consider tablet station proposal
- B. Consider closet organization shelving project proposal
- C. Consider in-service closure for automation migration completion
- 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**  
October 19, 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; Anita Mitchell; Rachel Moore; Larry Vickers

Also Present: Steve Clegg

**I. Call to order:**

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

**II. Public Comment:**

Carol asked if there were any public comments. 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.) Carol stated that meeting will move on as there was no public comment.

**III. Approval of Meeting Minutes:**

- A. September 21 and September 28 meeting minutes were emailed to trustees along with other pertinent documents supporting agenda items. Rachel made motion that September 21, 2020 meeting minutes be approved. Anita seconded motion and everyone signified approval with an aye. Rachel also made motion that September 28, 2020 minutes be approved, and Larry seconded the motion. All were in favor.

**IV. Reports:**

**A. Library Director Report:**

At this point, Carol asked how the training is going. Steve responded that there has been both daily and weekly classes. The Koha training has ended, and employees have been introduced to the server. The system migration is going well. Carol commented that she is happy to see so much still going on with BLD's services.

Steve then went on to explain how BLD is opening to 75% capacity. Study rooms are open. Carol asked if anyone had comments on the Director Report. There was no further discussion.

**B. Investment Officer Report:**

Corky explained that the report was good as always. Sales Tax Allocation is down some but still higher than last year. Corky also commented that the bank info for BLD at TexPool warrants an

update, as they have BBVA listed as one of BLD's banks

C. Rachel presented the September 2020 Treasurer's Report:

Sales Tax	118,102.94
Grants	00
Fines, Fees, Royalties	260.66
Library Sales	279.27
Donations/Gifts	663.47
Interest from Bank Accounts	00
Interest from TexPool	00
Total Income	119,306.34
Total Expenses	(146,496.13)
Net Income	(27,189.79)
Balance Brought Forward for Month	645,540.00
Bank Adj'd Balance + TexPool	1,651,415.38
Bank Unreported Transactions	(190,717.18)

Carol commented that BLD is in good shape and she is so thankful for that. Carol then asked if there were any comments on the Treasury Report. There being no further comments, the meeting proceeded.

V. **Old Business:**

A. Design concept from O'Flinn Design Group:

There is no need for further action currently. Carol explained that we have a great design, and we should hang on to that for now, since we are still in a pandemic. Carol asked if anyone had a different opinion on this. There were no further comments.

B. Other Old Business:

Carol asked if there was any other old business. There was none.

VI. **New Business:**

A. Consider tablet station proposal.

Steve began by telling everyone that this is one of Miranda's initiatives and then explained what BLD has had in place in the past. The solution is a tablet station which will consist of a self-serve kiosk with a bank of six tablets. Patrons will swipe their library card for in-library use of the tablet. The system is set up to load different profiles on the tablet so it may be used by children, teens, and adults. If a person leaves the building with the tablet, Wifi drops.

Over the summer, Steve completed application for a Ladd and Katherine Hancher Library Foundation grant of \$13,695 to cover cost of the tablet station. Although a confirmation has

been received, a yes or no has not. Steve would like for BLD to purchase the tablets whether the grant is approved or not. Carol asked if there were any other thoughts. Larry commented that he likes the idea and asked how long Steve will wait before he pulls the “trigger” on the purchase. Steve said that he will wait until he hears from the foundation. Carol mentioned that this sounds like a better product and Anita said that the advantage is that these are for anyone. Carol likes the idea that teens can also use. Steve would like approval to move ahead with purchase after notification about grant. Carol commented that we do need a motion to allow Steve to proceed. Rachel moved that BLD go ahead with purchase of the tablet station. Larry seconded the motion. Everyone signified their favor with ayes. Carol said that she is really pleased, and the tablets are a nice addition to BLD.

B. Consider closet organization shelving project:

Steve explained that this project is also Miranda’s initiative. However, we have decided to include the Friends closet as well. The Container Store came out and they will supply the materials and the labor. The proposed configuration and pricing were included in a packet sent to trustees. Anita supports the decision to use Elfa products as they can be changed around. Anita made motion that BLD fund the organization projects. Corky seconded the motion and after the ayes, motion carried.

C. Consider BLD closure for automation migration completion:

Steve went on to explain that he and the librarians think that it might take some of the stress out of the situation if the library closes to the public during the period of completing synchronizing Polaris and ByWaters. Carol said there will be no transactions allowed online. Steve explained that the plan is to include info in the November 9<sup>th</sup> newsletter regarding the closure. Carol suggested that the dates also be posted prior to the newsletter publication.

D. Executive Session: (See separate minutes)

After the Executive Session, Rachel made motion to adjourn. Larry and Corky seconded the motion and it passed.

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Reviewed/Corrected/Approved  
Larry Vickers, Board Secretary



# October 2020 Snapshot

## Visitors



Door Count  
4,101



Phone Calls  
1,112

## Volunteers



No Hours  
:(

## Circulation



Total Checkouts 7,997

Library Card Holders 15,237

New Library Cards 96

## Technology

Computer 624

Wifi 1,385

Website \*working on

## Makerspace

Laser 29

3D Prints 21

Poster Printer 13

Cricut 1

## Social Media

Facebook Likes 2,372

Posts 38



Twitter 193



Twitter 2

Instagram 268

Instagram 2

## ILL



Received 352

Shipped 37

Patrons 99

## Digital Library Resources



1,558



N/A



2



0



987



3



3



2

## Programs

### Adult

Programs 7

Virtual Attendance 58

### Youth

Programs 19

Engaged 484

### Makerspace

Programs 1

Engaged 76