

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

**Open to the Public**

**October 18, 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 – September 20, 2021

**IV. Reports**

- A. Report by Library Director of notable activities for the District during September 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 September 30, 2021 including income, expenditures, and accounting reports.

**V. Old Business**

- A. Consider Library Director employment agreement
- B. Other old business

**VI. New Business**

- A. Review of focus group and survey responses
- B. Executive Session pertaining to personnel matters (*Texas Government Code, Title 5, Subtitle A, Chapter 551, Section 551.074*)
- C. 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**

October 18, 2021  
Benbrook Public Library District  
1065 Mercedes Street  
Benbrook, Texas 76126

**This meeting was hybrid, held virtually via videoconference hosted on ZOOM and in person.**  
Regular Meeting at 6:30 pm

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

Also Present: Steve Clegg; Erica Richardson; Cara White of TOASE

**I. Call to order:**

Carol called this regular board meeting to order at 6:35 pm.

**II. Public Comment:**

A. No public comment.

**III. Approval of Meeting Minutes:**

A. David made a motion to approve the minutes from the September 20, 2021, regular board meeting as submitted. Rachel seconded the motion and the ayes confirmed motion approval.

**IV. Reports:**

**A. Library Director Report:**

The board was pleased to see an increase in numbers of participation in the library's programs.

Steve discussed a meeting with Jackson Shaw, who is a developer that is working with the city on the property to the north of the library.

Steve discussed a visit with the commissioner Roy Brooks, who was receptive and has a history of supporting literacy.

**B. Investment Officer Report:**  
Reports 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 treasurer's report.

**V. Old Business:**

A. Consider Library Director employment agreement

Steve put this item on the agenda as a placeholder until addressed.

Steve invited Cara White of TOASE to the board meeting to discuss the director's employment agreement options since the board had some questions regarding his contract proposal.

The board and Cara discussed some options to the director's employment agreement that would allow for more accrual.

Cara will work on some additions and options to the contract that will address additional accrual, so the board can see the language involved and what additional accrual would look like. Cara will keep in contact with Rachel and Steve.

B. Other old business

No other old business.

**VI. New Business:**

A. Review of focus group and survey responses

Erica discussed the four focus groups and the analytics from Maureen from the four focus groups.

Erica mentioned there were postcards sent out regarding the survey. The survey will be open through the end of October. Erica would like to post responses to some of the comments, to make sure the community is aware of programs that are already offered. At the end of October, the library will discuss how to publish the survey results and discuss how to post responses to the comments.

Erica feels the surveys and focus groups for the needs assessment has been very well received.

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

The meeting did not go into executive session.

C. Other new business

No other new business.

**VII. Adjournment:**

Rachel moved to adjourn this regular board meeting. David seconded the motion and the ayes confirmed motion approval to adjourn this regular board meeting at 7:19 pm.

Larry Vickers

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Reviewed/Corrected/Approved

Larry Vickers, Board Secretary

**BENBROOK LIBRARY DISTRICT**  
**TREASURER'S REPORT**  
September 2021  
Report Date: 10/18/2021

		End of	Prior to	Fiscal Year
	GROSS INCOME:	Sep/Totals	Sep	To Date
	From:			
A	Sales Tax	135,699.06	1,451,194.69	1,586,893.75
B	Grants	0.00	0.00	0.00
C	Fines & Misc Revenues	939.77	8,339.15	9,278.92
D	Library Sales	499.19	5,169.38	5,668.57
E	Donation/Gift Revenues	0.00	489.50	489.50
F	Interest from Bank Accounts	24.69	592.76	617.45
G	Interest from TexPool Account	27.65	571.13	598.78
	Total Income	137,190.36	1,466,356.61	1,603,546.97
H	EXPENSES: Total Expenses	(137,239.71)	(1,354,206.10)	(1,491,445.81)
I	NET INCOME: After Expenses	(49.35)	112,150.51	112,101.16
	BANK ACTIVITY & BALANCES REPORT FOR MONTH	Inputs	W/drwls	Pinnacle-Op Wells Fargo Pinnacle-Staff
J	Balances Brought Forward	702,578.40		539,342.42 162,314.62 921.36
K	Deposits/Credits & Interest	142,388.57		135,722.42 1,666.15 5,000.00
L	Checks/Withdrawals	(139,010.30)	(133,504.14)	(1,412.11) (4,094.05)
M	Transfers to TexPool	0.00	0.00	0.00 0.00
N	Cleared Balance	705,956.67	541,560.70	162,568.66 1,827.31
O	Bnk Unrptd Expds + New Transactions (EOM)	(116,216.05)	(116,147.73)	(68.32) 0.00
P	EOM Adjusted Current Balance	589,740.62	425,412.97	162,500.34 1,827.31
	TEXPOOL ACTIVITY: INVESTMENT & WITHDRAWLS	Inputs	W/Drwls	
Q	Balance Brought Forward	1,207,388.06		
R	Transfer to TexPool (This Month)	0.00		
S	TexPool Interest (This Month)	27.65		
T	Transfer from TexPool (This Month)		0.00	
U			0.00	
V	Current Balance	1,207,415.71		
W	Reserve Fund		250,000.00	
X	Bldg Fund = Curr Bal - Res Fund	957,415.71		
Y	Total Balance = Bank Adj Bal + TexPool Curr Bal	1,797,156.33		