

AGENDA
Board of Trustees
Benbrook Library District
1065 Mercedes Street Benbrook, Texas

September 9, 2023

Open to the Public

Work Session: 8:00 AM

ALL AGENDA ITEMS ARE SUBJECT TO FINAL ACTION

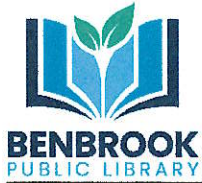
I. Call to Order

- II. **Public Comment** - 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. New Business

- A. Executive Session pertaining to personnel matters *Texas Government Code, Title 5, Subtitle A, Chapter 551, Section 551.074*
- B. FY24 Budget Discussion
- C. Library Director Contract
- D. Renovation Update

Adjourn



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

September 9, 2023

Open to the Public

Worksession: 8:00 A.M.

Board of Trustees Members Present: Carol Hafer; Larry Vickers; Christina Watson; Rachel Moore

I. Call to Order

Carol called this board worksession to order at 8:14 a.m.

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.

At the end of the meeting there were questions regarding the posting of the minutes and other public information on the website.

III. New Business

A. Renovation Update

Erica provided an update to the renovation, project should be complete by the end of September.

B. FY24 Budget Discussion

The board did not have any questions on the budget.

C. Library Director Contract

Discussion took place in Executive Session.

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 8:25 a.m.

Carol called to move out of executive session at 9:27 a.m.

IV. Adjourn

Carol and all other board members agreed to adjourn this special meeting at 9:31 a.m.



Reviewed/Corrected/Approved

Tammi Cauthen, Board Secretary



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

September 18, 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** - Public comment is welcome at the beginning of open meetings and at the time the pertinent agenda item is presented. There is a three minute limit for each speaker.
- III. **Approval of Meeting Minutes** - Regular Meeting on Wednesday, June 21st and Special Meeting on Tuesday, June 27th
- IV. **Reports**
 - A. Library Report by Library Director and Library Operations Manager of notable activities for the District during August 2023 including meetings attended, District business conducted, and programs presented.
 - B. Treasurer Report of financial status of the District as of August 31, 2023 including income and expenditures.
 - C. Investment Report on status of the District's Investments and TexPool statements as of August 31, 2023.
- V. **New Business**
 - A. FY24 Library Accreditation
 - B. Executive Session pertaining to personnel matters *Texas Government Code, Title 5, Subtitle A, Chapter 551, Section 551.074*
 - C. Consider FY24 Budget
 - D. Budget revision update
 - E. Consider Library Director contract for FY24
 - F. Consider Special Districts Recognition Act
 - G. National Special Districts Coalition update
 - H. 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 PUBLIC LIBRARY DISTRICT
1065 Mercedes Street Benbrook, Texas

September 18, 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

I. Call to Order

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

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.
The public commented about links on website for minutes.

III. Approval of Meeting Minutes – Regular Meeting on Monday, August 21st and Special Meeting on Saturday September 9th

The board discussed the minutes. Rachel moved to accept the Monday, August 21st meeting minutes. Christina seconded the motion. All ayes confirm motion approval and approval of the Monday, August 21st meeting minutes.

Rachel moved to approve the Special Meeting Minutes on Saturday, September 9th. Christina seconded the motion. Tammi abstained from voting and all other ayes confirmed motion approval.

IV. Reports

- A.** Library Report by Library Director of notable activities for the District during August 2023 including meetings attended, District business conducted, and programs presented.
Erica presented the Library Report.
- B.** Treasurer Report of the financial status of the District as of August 31, 2023, including income and expenditures.
Rachel read the August 2023 Treasurer Report.

Sales Tax	206,952.92
Grants	18,605.15
Fines, Fees, Royalties	505.52
Library Sales	931.71
Donations/Gifts	533.90
Interest from Bank Accounts	992.19
Interest from TexPool	6,417.24
Capital Campaign Contributions	309.86
Total Income	235,248.49
Total Expenses	(244,396.87)
Net Income	(9,148.38)
Balance Brought Forward for Month	710,798.89

Bank Adj'd Balance + TexPool	2,022,143.72
Bank Unreported Transactions	(20,376.56)

- C. Investment Report on status of the District's Investments and TexPool statements as of August 31, 2023. Larry read the August 2023 Investment Report.

V. **New Business**

- A. FY24 Library Accreditation
Erica presented the FY24 Library Accreditation. The board commended the accreditation, and no decision was needed.
- B. Notice of Election
Samantha presented the Notice of Election. Christina motioned to approve the Notice of Election. Tammi seconded the motion. All ayes confirm motion approval and approval of the Notice of Election.
- C. Approve FY24 Budget
Erica presented the updated FY24 Budget. The board discussed the budget. The board's votes to the percentage in cost of living increase is as follows: 3%: Larry, Tammi and Carol; 4%: Rachel and Christina. Rachel moved to approve the FY2024 budget with the addition of \$5,000 to consulting services and the budget adjusted to the 3% cost of living increase. Tammi seconded the motion. All ayes confirm motion approval.
- D. Budget revision update
Erica recommended to table the budget revision update until next month. The board agreed to table the agenda item.
- E. Public Information Update
Erica presented the Public Information Update and recommended to table this agenda item until next month's meeting. The board agreed to table the agenda item.
- F. Flex Time Policy
Erica presented the Flex Time Policy. Tammi motioned to update employee policy and remove all flex time as of October 1, 2023. Christina seconded the motion. All ayes confirm motion approval.
- G. Consider Library Director contract for FY24
Erica presented the Library Director contract for FY24. The board discussed the Library Director contract at the last work session. Carol motioned to approve the Library Director contract for FY24 with the cost-of-living increase adjusted to 3%. Tammi seconded the motion. All ayes confirm motion approval.
- H. Consider Special Districts Recognition Act
Erica presented the Special Districts Recognition Act. Tammi motioned to support the Special Districts Recognition Act. Christina seconded the motion. All ayes confirm motion approval.
- I. National Special Districts Coalition update
Erica presented the National Special Districts Coalition update. The board discussed the update.
- J. Consider FY24 Library Calendar
Erica presented the FY24 Library Calendar. The board discussed the calendar.
- K. Public Health Intern
Erica presented the Public Health Intern. The board discussed the public health intern.

L. Consider Rounded Development Leadership Consulting

Erica presented to the Rounded Development Leadership Consulting. The board agreed for Erica to move forward in exploring executive coaching.

M. 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.

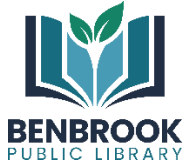
Carol called to move out of executive session at 6:26 pm

VI. Adjournment

Larry motion to adjourn this regular meeting. Christina seconded the motion. All ayes confirmed motion approval and adjournment of this meeting at 6:27 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

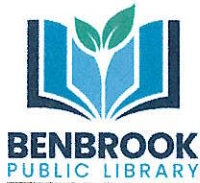
II. Public Comment – Texas Government Code Section 551.007 mandates that a governmental body allow a citizen to speak only in regard to items on an agenda. Citizen comments are limited to 3 minutes.

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

September 22, 2023

Open to the Public

Special Meeting: 8:30 A.M.

Board of Trustees Members Present: Larry Vickers; Carol Hafer; Rachel Moore; Christina Watson; Tammi Cauthen via Zoom

Also Present: Erica Richardson, Library Director; Samantha Young, Library Operations Manager

Others Present: Caitlin Boughton; Sara Hooser; Jordan Roller; Raven Hill; Tracy Smith; Kayla Minter

I. Call to Order

Carol called this regular board meeting to order at 8:35 am.

- 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.
The public commented about flex time removal and the public comment structure.

III. New Business

A. Consider PTO Policy

Erica presented adjusting the PTO Policy. The board considered the adjustment to the PTO Policy. Rachel moved to amend the PTO Policy to move the front-loaded PTO into a per pay period rate of accrual. Christina seconded the motion. All ayes confirmed motion approval.

B. Consider Board of Trustee Compensation

The Board discussed adjusting the Board of Trustee Compensation. Rachel moved to increase the Board of Trustee Compensation from \$45 per month to \$100 per month. Larry seconded the motion. All ayes confirm motion approval.

C. Consider update to Bereavement Policy

Erica presented the update to the Bereavement Policy. Christina motioned to amend the bereavement policy to show that employees receive 3 days per fiscal year. Rachel seconded the motion. All ayes confirm motion approval.

D. Consider Public Comment rules

The board discussed formalizing Public Comment rules. The board tabled this item until the October regular meeting.

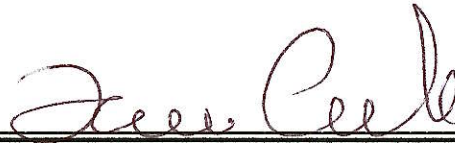
E. Consider Pinnacle Bank Lone Star Money Market Account Transfer for Funds

Larry presented moving funds from the existing money market account into the Lone Star Money Market Account. The board discussed the funds transfer.

Larry motioned to transfer the existing money market funds to the new Pinnacle Bank Lone Star Money Market Account, which will increase interest earned from 2% to 5%. Christina seconded the motion. All ayes confirmed motion approval.

IV. Adjournment

Rachel motioned to adjourn this special meeting. Christina seconded the motion. All ayes confirmed motion approval and adjournment of this meeting at 9:23 am.



Reviewed/Corrected/Approved

Tammi Cauthen, Board Secretary