

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

Open to the Public

September 20, 2021

Regular Hybrid 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 – August 16, 2021

IV. Reports

- A. Report by Library Director of notable activities for the District during August 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 August 31, 2021.
- C. Treasurer, Board of Trustees, Report of financial status of the District as of August 31, 2021 including income, expenditures, and accounting reports.

V. Old Business

- A. Executive Session to discuss real property issues (per Texas Government Code, Section 551.072)

VI. New Business

- A. Consider cancellation of election
- B. Consider adding Assistant Director to library bank accounts
- C. Consider holiday closures
- D. Consider Investment Policy
- E. Executive Session pertaining to personnel matters (*Texas Government Code, Title 5, Subtitle A, Chapter 551, Section*
- F. *551.074*) Consider FY2021 budget adjustment resolution
- G. Consider FY2022 budget
- H. Consider Library Director employment agreement
- I. 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

September 20, 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; Maureen Arndt

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. Larry made a motion to approve the minutes from the August 16, 2021, regular board meeting as submitted. Rachel seconded the motion and the ayes confirmed motion approval.

IV. Reports:

A. Library Director Report:

Erica noted that the Go Live for the MetroShare consortium was August 23, 2021. The consortium is still working out some kinks from seven libraries joining a new ILS. There have only been positive responses from patrons.

In-person programming have had outstanding numbers.

B. Investment Officer Report:

Reports pending.

C. Treasurer's Report:

Sales Tax	151,388.97
Grants	0.00
Fines, Fees, Royalties	887.83
Library Sales	636.52
Donations/Gifts	0.00
Interest from Bank Accounts	24.98
Interest from TexPool	22.75

Total Income	152,961.05
Total Expenses	(104,728.34)
Net Income	48,232.71
Balance Brought Forward for Month	657,836.50
Bank Adj'd Balance + TexPool	1,860,412.09
Bank Unreported Transactions	(49,554.37)

Rachel read the treasurer's report.

V. Old Business:

- A. Executive Session to discuss real property issues (per Texas Government Code, Section 551.072)
Carol called to move into executive session at 6:43 pm.
Carol called to move out of executive session at 7:00 pm.

VI. New Business:

- A. Consider cancellation of election.
The cancellation of election needs to be signed by Carol and Larry. Since there are no other candidates running, there is no need for an election.
The existing board members will appoint a person to the board if there is an open position between elections.
- B. Consider adding Assistant Director to library bank accounts.
Rachel moved to add the Erica Richardson, the Assistant Director, to all library bank accounts this includes the Pinnacle Bank Operating Account, Pinnacle Bank Staff Account, and the Wells Fargo account. Larry seconded the motion and the ayes confirmed motion approval and approval to add Erica to all library bank accounts.
The board agrees to prefer one staff member and one board member to sign the checks but in special circumstances all agree to any two available signers.
- C. Consider holiday closures
Since Christmas falls on a Saturday in 2021, Erica recommends following what city libraries do and closing the day prior to Christmas Eve, Christmas Eve, and Christmas Day. Erica anticipates that many staff members will take off the day prior to Christmas Eve.
Larry asked how busy the library is the day prior to Christmas Eve. The board does not want to inconvenience any patrons by closing the day prior to Christmas Eve.
Steve and Erica will explore a closing earlier option. Larry and David recommend being open on the day before Christmas Eve.
All board members agree to be open on the day prior to Christmas Eve but possibly with an earlier closure with closing at 5 or 6 pm.
Rachel moved to accept schedule B. Larry seconded and the ayes confirmed motion approval.
- D. Consider Investment Policy
The investment policy Steve presented is the same as previous years except updated dates.
Steve will write in Corky's name since he currently holds the investment officer position.
Larry made a motion to approve the investment policy. Rachel seconded the motion, and the ayes confirm motion approval.
Carol and Larry will sign the investment policy.

- E. 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 7:27 pm.
Carol called to move out of executive session at 7:48 pm.
- F. Consider FY2021 budget adjustment resolution.
The current year's budget needs to be adjusted match spending. Larry mentioned the auditors would like the library to adjust during the year and not at the end of the year. There should be a budget resolution with each action if the approved action affects the budget.
Rachel made a motion to accept all 21 budget adjustment recommendations for FY2021. Larry seconded the motion and the ayes confirmed motion approval.
- G. Consider FY2022 budget
Carol read through the budget notes and discussed many points. The budget is still in need of updating and changes. Steve will send the changed and updated budget to all board members. The new salary adjustments have not yet been entered into the budget but Steve plans on increases of at least 3.5% for all staff. With some staff receiving higher increases to match responsibility or seniority.
Rachel moved to accept the proposed FY2022 budget with upcoming corrections. Larry seconded the motion and the ayes confirmed motion approval.
- H. Consider Library Director employment agreement
Rachel moved to extend his current employment agreement one month so that the new contract consideration can be tabled. Larry seconded the motion and the ayes confirmed motion approval.
- I. Other new business
- VII. **Adjournment:**
All board members agree by acclamation to adjourn this regular board meeting at 8:21 pm.

Larry Vickers

Reviewed/Corrected/Approved
Larry Vickers, Board Secretary



September 2021 Snapshot

Visitors



Door Count
5,940



Phone Calls
1,203

Study Rooms



Conference Rooms **115**

Library Booths **49**

Circulation



Benbrook Checkouts **11,476**

MetroShare Checkouts **807**

Library Card Holders **11,448**

New Library Cards **101**

Technology

Computer **652**

Wifi **639 clients**

Makerspace

Laser **55** Cricut **5**

3D Prints **5** Laminator **6**

Poster Printer **118**



Social Media

Facebook Likes **2,531** Posts **20**

Instagram **358** Posts **13**

TikTok **173** Videos **1**



ILL



Received **136**

Shipped **36**

Patrons **75**

Digital Library Resources



1,440



373



31



0



4



1,135



4



39



53



2

Programs

Adult

Programs **11**

Attendance **139**

Youth

Programs **39**

Attendance **756**

Makerspace

Programs **4**

Attendance **44**

Code Club **53**