

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

Open to the Public

January 20, 2020

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

December 16, 2019

IV. Reports

- A. Report by Library Director of notable activities for the District during December 2019, 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 December 31, 2019.
- C. Treasurer, Board of Trustees, Report of financial status of the District as of December 31, 2019 including income, expenditures, and accounting reports.

V. Old Business

- A. Consider resolution updating authorized signers for the TexPool account
- B. Other old business

VI. New Business

- A. Consider advancing MakerSpace Assistant to regular full-time as an Instructional Designer/Makerspace Coordinator (Executive Session per Title 5, Subtitle A. Chapter 551, section 551.074 for personnel matters)
- B. Executive Session for deliberation regarding real property (per Title 5, Subtitle A. Chapter 551, section 551.072 for deliberation regarding real property)
- C. Consider aligning healthcare benefit with City of Benbrook
- D. Consider budget adjustment
- E. Consider change in circulation policy regarding lendable technologies
- F. Consider engagement letter for accounting services
- G. Consider engagement letter for auditing services
- H. 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 MEETING
January 20, 2020
Benbrook Public Library
1065 Mercedes Street
Benbrook, Texas 76126
Regular Meeting at 6:30 pm

Members Present: Roy "Corky" Baird; Carol Hafer; Rachel Moore, Larry Vickers; Christina Watson

Also Present: Steve Clegg,

I. Call to order:

At 6:30 pm Carol called to order the January meeting of BPL Board of Trustees.

II. Public Comment:

Carol stated that at this point there's no public representative available for questions or comment, so meeting proceeded to approval of minutes.

III. Approval of Meeting Minutes:

After pausing while everyone reviewed the December 16, 2019 minutes, Christina motioned that the minutes be accepted as is. Corky seconded and everyone indicated their favor.

IV. Reports:

- A. Report from Library Director began with Steve suggesting a pause to see if there were any questions. Steve requested permission to attend a meeting of Texas Library Districts in Bulverde, Texas. There was no objection from anyone. Carol then asked if there were any comments or questions regarding the Director's report. There was none.
- B. Investment Officer Report for December 2019 was given by Corky, who pointed out that TexPool interest percentage is increasing slightly. Withdrawals are an average of \$112K. However, BPL is in an enviable position. Carol asked if there were any comments or questions. There was none so next report was presented.
- C. December Treasurer Report was verbally given by Rachel as follows:

Sales Tax	122,596.11
Fines, Fees, Royalties	1,172.83
Library Sales	1,600.16
Donations/Gifts	642.81
Interest from Bank Accounts	47.02
Interest from TexPool	<u>1,653.07</u>
Total Income	127,712.00
Total Expenses	<u>(110,940.60)</u>
Net Income	16,771.40
Bank Adj'd Balance + TexPool	1,503,453.04
Bank Unreported Transactions	<u>(53,591.35)</u>

(Shaded row in above table is not part of December Treasurer's verbal report).
Carol asked if there were any questions on Treasurer's report. There was none.

V. Old Business:

- A. Consider resolution updating authorized signers for TexPool account. Corky and Steve explained that Robert's name needs to be removed and Carol's added. Corky agreed to bring the form (download from TexPool website) to the next trustee meeting.
- B. Other Old Business. Corky mentioned that the governance page on BLD's website needs updating. Carol explained that she has created a bio to be included. Steve offered to create an excel worksheet to include everyone's term information, rather than having it in the bios.

VI. New Business:

- A. Consider advancing MakerSpace Assistant to regular full-time Instructional Designer/Makerspace Coordinator. At this point, Steve explained that he and the librarians have reviewed James' current responsibilities as well as increased involvement in the library's makerspace. James has done well while developing relationships with patrons and involvement in summer programs at BLD. James completed his degree program with a Master of Science in Learning Technologies. The Makerspace position has evolved, and Steve would like James to be a part of BLD's professional team.

Steve further offered that right now James works in the Makerspace area with George. Libby Burgess works three days a week so James and Libby could use the same workspace. Steve further explained that due to space restraints there may be occasions that James will need to take work home.

Carol recapped that the board needs only to decide whether they agree that the position should become full time. Corky made motion that the Makerspace position be increased to full time. Christina seconded and all in favor indicated with ayes. Motion carried.

Corky offered that perhaps more space is needed for Makerspace, like an additional building, noting the cramped area Makerspace is using now. Steve explained that BLD has looked at this possibility before. However, the added expenses for an additional building with restroom, air-conditioning, etc. may be prohibitive.

- B. Executive Session. Carol suggested that the Executive Session be moved to the end of meeting.
- C. Considering aligning healthcare benefit with City of Benbrook. Three of BLD's employees received a prepaid debit card with a \$500 balance. Larry offered that the aspect which doesn't seem equitable is the flex-spending card offered only to employees who have no dependents. If BLD agrees to align with the City's plans in this case wouldn't this be setting a precedent? Discussion followed.

Christina motioned that the trustees postpone further consideration until discussions for the next fiscal year's budget. Larry seconded this motion, and all indicated their assent.

- D. Following discussion of several budget adjustments listed in the trustee's meeting packet, Christina made motion that items 1, 2, and 3 of the budget adjustments be approved. Larry seconded the motion, and all were in favor.
- E. Consider change in circulation policy regarding lendable technologies. Steve explained that some users of hotspots and Chromebooks are attempting to check out both. About 70% of usage is dominated by a small number of patrons who seek continuous use of the devices. It was never the library's intent to wholly subsidize internet for the public. Rachel motioned that the new lendable technologies policy be accepted as written and Christina seconded the motion. Motion carried.
- F. Engagement letter for accounting services. This is but a formality notifying the board that the engagement of Kimberling, McFarland is established for another year.
- G. Engagement letter for auditing services. Steve reported that the fee for audit services has increased by \$105 and all agreed to continue the engagement of Kirk & Richardson.

VII. **Adjournment.**

Carol asked if there was any further New Business or Public Comment or questions.

There being no further comments, Corky moved that the meeting be adjourned, and Christina seconded the motion. All agreed.

Reviewed/Corrected/Approved
Christina Watson, Board Secretary