

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

July 16, 2020

Work Session (Virtual): 2:00 P.M.

Open to the Public

*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. Executive Session (per Texas Government Code, Section 551.072)**

Work Session

**IV. 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.

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

July 20, 2020

Regular ZOOM Meeting: 6:30 P.M.

Open to the Public

***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**

June 12, 2020

**IV. Reports**

- A. Report by Library Director of notable activities for the District during June 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 June 30, 2020.
- C. Treasurer, Board of Trustees, Report of financial status of the District as of May 31, 2020 and June 30, 2020 including income, expenditures, and accounting reports.

**V. Old Business**

- A. Other old business

**VI. New Business**

- A. Report by Kirk and Richardson on FY2019 audit
- B. Consider design concept from O'Flinn Design Group
- C. Resolution calling for election for the November general election
- D. Consider contract with Bibliotheca for CloudLibrary
- E. Consider FY2020 staff evaluation model
- F. Executive Session (per Texas Government Code, Section 551.072)
- G. 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  
July 20, 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; Rachel Moore; Larry Vickers;

Also Present: Steve Clegg

- I. **Call to order:** Carol called the board meeting to order at 6:34 pm.

Carol explained that BLD will dispense with the reading of the governor's announcement regarding Zoom meetings as everyone is aware.

- II. **Public Comment:** There was no public representative present so there were no comments.

- III. **Meeting Minutes:**

After everyone's review, Rachel made motion to accept June 12 meeting minutes as presented. Larry seconded this motion and it carried.

- IV. **Reports:**

- A. **Library Director.** Steve explained that since the trustees have been meeting every two weeks, the Library Director report has been pending. We now have numbers and program highlights of main activities. Carol commented that she is impressed with the numbers and the virtual ability is helpful.

Steve proceeded to explain the situation with the Sales Tax permit. BLD has sent out the first Quarterly Sales Tax Report. A cash register technician has also come to the library to program buttons so that all sales will be through the cash register. Steve will also be discussing this with the auditors.

Awhile back the subject of excess computers was mentioned. Now BLD can move ahead with the sale of the surplus computers to employees and trustees, so Steve has contacted the Friends regarding costing said computers.

At this point Steve mentioned the success of Maker Monday program which has been taken over by James.

Carol asked if there were any comments about the Library Director report. Again, Carol

mentioned how impressive it is that BLD is doing so much.

- B. Investment Officer: Corky reported that there are no revelations to be reported. BLD is doing well. Carol thanked Corky and asked if there were any comments. There were none.
- C. Treasurer's Report: Rachel read aloud both May and June Treasurer's reports

**May**

Sales Tax	137,512.49
Fines, Fees, Royalties	87.50
Library Sales	66.00
Donations/Gifts	154.00
Interest from Bank Accounts	69.53
Interest from TexPool	274.97
Total Income	138,164.49
Total Expenses	(113,286.03)
Net Income	24,878.46
Balances Brought Forward for Month	503,737.13
Bank Adj'd Balance + TexPool	1,662,365.93
Bank Unreported Transactions	(82,831.00)

**June**

Sales Tax	131,982.33
Fines, Fees, Royalties	46.99
Library Sales	00
Donations/Gifts	1,000.00
Interest from Bank Accounts	79.38
Interest from TexPool	214.53
Total Income	133,323.23
Total Expenses	(121,586.45)
Net Income	11,736.78
Balances Brought Forward for Month	538,231.60
Bank Adj'd Balance + TexPool	1,678,286.90
Bank Unreported Transactions	(96,474.34)

Carol asked if there were any questions or comments regarding the Treasurer's reports. There was none.

V. **Old Business:** There was no old business.

VI. **New Business:**

A. Report by Kirk and Richardson on FY2019 audit: Postponed till August 2020.

B. Design concept from O'Flinn Design Group: Postponed till August 2020 meeting.

C. Resolution calling for trustee election for the November general election:

Carol explained this is an item which must have a resolution. Rachel moved to accept the resolution for Order of Election as presented. Corky seconded motion. Carol asked for any discussion. There was no further discussion. All were in favor. Resolution passed.

D. Consider contract with Bibliotheca for CloudLibrary.

Steve explained that a part of the changeover to new procedures for ILS opens the opportunity for BLD to acquire more eBooks. BLD is presently using Overdrive, a product which came out a few years ago. Steve obtained two quotes. One quote was a little over \$1,000 and following October 1, 2020 there will be a linking fee of \$10K. The consortium that BLD will be joining includes Burleson and Lewisville libraries. Carol asked if Burleson utilizes Bibliotheca in addition to Overdrive. Steve responded yes. Steve explained that BLD will scale back Overdrive and ask that trustees let him know what they think of Bibliotheca when they access BLD's eBooks. Carol responded that she will as she does use eBooks. Carol asked if there were any other questions.

Rachel moved to approve the contract with Bibliotheca and Corky seconded the motion. Carol asked for all in favor to signify with an aye or raised hand. Motion carried.

E. Consider FY2020 staff evaluation model.

Steve explained that due to the circumstances pertaining to this year, evaluations could be weighted at 50%. Each employee will be asked to submit a couple of paragraphs answering two questions. What are my accomplishments at BLD during Covid-19 and what have I learned from this that will be an advantage next time? These are Steve's suggestions for evaluation model this year.

An example is how BLD has been able to utilize Niche Academy where we can record our own instructional videos for MakerSpace and STEM programming.

F. Executive Session (Separate minutes)

VII. **Adjournment:**

After Executive Session Corky made motion that meeting be adjourned, and Rachel seconded the motion. Motion passed unanimously. Everyone wished Steve well.

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Reviewed/Corrected/Approved  
Larry Vickers, Board Secretary