



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

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***December 18, 2023***

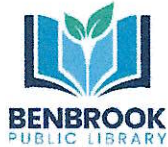
Open to the Public

Regular Meeting: 4:30 P.M.

ALL AGENDA ITEMS ARE SUBJECT TO FINAL ACTION

- I. **Call to Order**
- II. **Public Comment** - 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. **Approval of Meeting Minutes** - Regular Meeting on Monday, November 20, 2023 and Special Meeting on Monday, November 27, 2023
- IV. **Reports**
  - A. Library Report by Library Director of notable activities for the District during November 2023 including meetings attended, District business conducted, and programs presented.
  - B. Treasurer Report of financial status of the District as of November 30, 2023 including income and expenditures.
  - C. Investment Report on status of the District's Investments and TexPool statements as of November 30, 2023.
- V. **New Business**
  - A. Consider Phase 2 and Phase 3 (Final) of Renovation
  - B. Consider Contract with Jim Round for Leadership Training and Coaching
  - C. Consider Strategic Planning Consultation with Propel Consulting
  - D. Consider Kimberling, McFarland, and Associates Engagement Letter for accounting services
  - E. Consider request to be an Election Day Polling Place by Tarrant County on March 5<sup>th</sup> and May 28<sup>th</sup>
  - F. Update on 2024 Calendar with new Board Meeting dates
  - G. Consider Investment account and other banking products
  - H. Update on Public Funds Investment Act Training and other required training
  - I. Update on phone lines and VOIP project
  - J. Update on Website archive project
  - K. January 2024 events
  - L. 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 LIBRARY DISTRICT**  
1065 Mercedes Street Benbrook, Texas

---

***December 18, 2023***

Open to the Public

Regular Meeting: 4:30 P.M.

Board of Trustees Members Present: Carol Hafer; Rachel Dillard Moore; Tammi Cauthen, Christina Watson; Larry Vickers  
Also Present: Erica Richardson, Library Director, Kristen Cathey, Operations Director  
Others Present: Mike Burke and James McKeown

- I. **Call to Order** - Carol called this regular board meeting to order at 4:34pm
- 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.
  - A. Carol commented that Library Staff is always encouraged to attend Board of Trustee meetings.
  - B. The public asked where the policies and procedures for the Board of Trustees could be located.
- III. **Approval of Meeting Minutes** - Regular Meeting on Monday, November 20, 2023 and Special Meeting on Monday November 27, 2023.

Tammi motioned to approve the meeting minutes from the November 20 and November 27, 2023. Larry seconded the motion. All ayes confirmed motion approval and approval of minutes.
- IV. **Reports**
  - A. Library Report by Library Director of notable activities for the District during November 2023 including meetings attended, District business conducted, and programs presented.

Erica presented the library report for November 2023

Library Visitors	6,947
Total Items checked out	12,477 w/renewals
Library Card Holders	13,249, New 102, Digital 13
Technology	Computer 450, Wifi Sessions 3,616
Study Rooms	Conference Room 54, Booths 56
Volunteer Hours	46
ILL	Received 132, Shipped 135, Patrons 53
Digital Library Resources	4,753
Maker Space Visitors	Laser 71, Cricut 9, 3D prints 23
Total Programs	Adult 17, Youth 45
Program Attendance	Adult 97, Youth 1,227, Robotics 48
Social Media likes	Facebook 3,981, Instagram 721
Social Media Posts	Facebook 62, Instagram 4

- B. Treasurer Report of financial status of the District as of October 31, 2023 including income and expenditures.

Rachel read the Treasurer's Report.

Sales Tax	118,281.92
Grants	0.00
Fines, Fees, Royalties	952.72
Library Sales	373.53
Donations/Gifts	300.00
Interest from Bank Accounts	1,750.75
Interest from TexPool	6,366.32
Capital Campaign Contributions	25.00
Total Income	128,050.24
Total Expenses	(328,818.40)
Net Income	(200,768.16)
Balance Brought Forward for Month	658,332.54
Bank Adj'd Balance + TexPool	1,882,592.00
Bank Unreported Transactions	(56,631.93)

Christina motioned to approve the Treasure's Report for October 2023. Larry seconded the motion. All ayes confirmed motion approval.

- C. Investment Report on status of the District's Investments and TexPool statements as of November 30, 2023. Larry read the November 2023 Investment Report.

Tammi motioned to approve the Investment Report for November 2023. Rachel seconded the motion. All ayes confirmed motion approval.

#### V. New Business

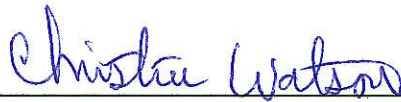
- A. Consider Phase 2 and Phase 3 (Final) of Renovation - Rachel motioned to accept the Vector Concepts Proposal for flooring. Christina seconded the motion. All ayes confirmed motion approval. Rachel motioned to accept the February Interior updates proposal from Steve Schuster Construction pending deleting the painting of the circulation room wall from proposal. Christina seconded the motion. All ayes confirmed motion approval. Shelving project discussion tabled until next regular or special meeting.
- B. Consider Project Plan by Jim Round with Rounded Development for Leadership Training and Coaching - Tammi motioned to accept the Project Plan by Jim Round for Leadership Training and Coaching. Rachel seconded the motion. All ayes confirmed motion approval.
- C. Consider Strategic Planning Consultation with Propel Consulting - Tammi motioned to accept the Strategic Planning Consultation with Propel Consulting. Rachel seconded the motion. The motion failed to pass with all members voting to table this matter for a future date.
- D. Consider Kimberling McFarland and Associates Engagement Letter for accounting services - Tammi motioned to accept the Kimberling McFarland and Associates Engagement Letter. Larry seconded the motion. All ayes confirmed motion approval.
- E. Consider request to be an Election Day Polling Place by Tarrant County on Tuesday March 5, 2024 and Tuesday May 28, 2024 - Christina motioned to accept the request from Tarrant County to be an Election Day Polling Place on Tuesday March 5<sup>th</sup> and Tuesday May 28<sup>th</sup>. Rachel seconded the motion. The motion passes with 4 votes in favor and 1 against.
- F. Update 2024 Calendar with new Board meeting dates - The Board discussed changes to regular Board meeting dates for the months of January, May and December.
- G. Consider an Investment Account and other banking products - Larry motioned to accept opening an Investment account with TexPool while considering other banking products. Tammi seconded the motion. All ayes confirmed motion approval.



- H. Update on Public Funds Investment Act Training and other required training - The Board discussed Public Funds Investment Act training, Public Information Act training and Open Meeting Act training requirements for Board Members and certain Library personnel.
- I. Update on phone lines and VOIP project - Erica updated the Board on the progress of the VOIP project.
- J. Update on Website Archive project - Erica updated the Board on the progress of the Website Archive project.
- K. January 2024 Events - Erica updated the Board on the staff vacation and training calendar for January 2024.
- L. 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 6:18pm  
Carol called to move out of executive session at 6:45pm
- M. Consider extending Workman's Compensation to Board Members - Tammi motioned to approve extending Workman's Compensation to Board of Trustee members. Rachel seconded the motion. All ayes confirmed motion approval.

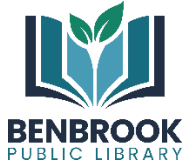
VII. **Adjournment**

Rachel moved to adjourn this regular board meeting. Tammi seconded the motion and the ayes confirmed motion approval. This regular board meeting adjourned at 6:47pm.



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Reviewed/Corrected/Approved  
Christina Watson, Board Secretary



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

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***December 26, 2023***

Open to the Public

Special Meeting: 11:30 AM

ALL AGENDA ITEMS ARE SUBJECT TO FINAL ACTION

**I. Call to Order**

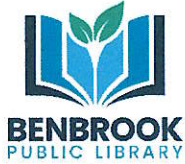
- II. Public Comment** – Texas Government Code Section 551.007 mandates that a governmental body allow a citizen to speak only in regard to items on an agenda. Citizen comments are limited to 3 minutes.

**III. Continuing Business**

- A. Consider shelving quote from BuyBoard National Purchasing Cooperative vendor and construction quote for installing flooring, painting, and dismantling shelving.

**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**  
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1065 Mercedes Street Benbrook, Texas

---

***December 26, 2023***

Open to the Public

Special Meeting: 11:30 AM

Present Board Members: Carol Hafer, Larry Vickers, Tammi Cauthen and Library Director Erica Richardson

- I. **Call to Order** – The meeting was called to order by Carol Hafer at 11:37 AM.
- 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. There were no public comments, Kristen Cathey was in attendance.
- III. **Continuing Business**
  - A. Consider shelving quote from BuyBoard National Purchasing Cooperative vendor and construction quote for installing flooring, painting, and dismantling shelving. The motion was passed.
- IV. **Adjourn** – The meeting was adjourned at 11:39 PM.

A handwritten signature in blue ink that reads "Christina Watson". The signature is written in a cursive, flowing style.

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Reviewed/Corrected/Approved  
Christina Watson, Board Secretary



**BENBROOK**  
PUBLIC LIBRARY

# December 2023 Snapshot

## Visitors



Door Count  
**7,066**



Volunteer Hours  
**50**

## Study Rooms

Conference Rooms **53\***

Library Booths **60**

\*down to one study room



## Circulation



Total Checkouts **9,740**

Library Card Holders **13,398**

New Library Cards **91**

## Technology

Computer **450**

Wifi Sessions **3,616**



## Makerspace

Laser **106** Cricut **8**

3D Prints **15** Laminator **1**

Poster Printer **10**

## Social Media

Facebook Likes **4,002**

Posts **60**

Instagram **725**

Posts **4**



## ILL



Received **117**

Shipped **108**

Patrons **46**

## Digital Library Resources



**1,855**



**595**



**0**



**0**



**0**



**1,883**



**10**



**25**



**336**

## Adult

Programs **16**

Attendance **111**

## Youth

Programs **43**

Attendance **1,521**

## Makerspace

Robotics **46**

**Total Attendance: 1,632**