



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

October 17, 2022

Open to the Public

Regular Meeting: 4:00 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 Meeting on Monday, September 22, 2022; Special Meeting on Friday, August 26, 2022; Special Meeting on Thursday, September 1, 2022

IV. Reports

- A. Library Report by Library Director of notable activities for the District during September 2022 including meetings attended, District business conducted, financial transactions, programs presented, and progress in the application of technology to library services.
- B. Treasurer Report of financial status of the District as of September 30, 2022, including income and expenditures.
- C. Investment Report on status of the District's Investments and TexPool statements as of September 30, 2022.
- D. Building Committee Report by Library Director on recent fundraisers and campaign account activity.

V. Old Business

- A. Consider moving Board meeting date and times and update bylaws to reflect new time

VI. New Business

- A. Executive Session to discuss real property issues *Texas Government Code Title 5 Subtitle A Chapter 551 Section 551.072*
- B. Cybersecurity update and consider credit monitoring for staff
- C. Approve Request for Proposal for Banking Services
- D. Texas Municipal League Update
- E. Election update on November 8th
- F. Annual Report update
- G. Courier Update
- H. Consider Avenu Insights for sales tax reporting
- I. Consider moving full amount in current TexPool account to TexPool Prime account
- J. Consider PTO policy update and one-time cash out
- K. Consider business cards and shirts for the Board
- L. Texas Library Association conference vendor

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

October 17, 2022

Open to the Public

Regular Meeting: 4:00 P.M.

Board of Trustees Members Present: Carol Hafer; Larry Vickers; Tammi Cauthen; Rachel Moore; David McClellan
Also present: Erica Richardson; Samantha Young; Cullen Dansby

I. Call to Order

Carol called this regular board meeting to order at 4:13 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.
There was no public comment.

- III. Approval of Meeting Minutes** - Regular Meeting on Monday, September 22, 2022
All board members approve the regular meeting minutes for the September 22, 2022, by acclamation.

IV. Reports

- A. Library Report** by Adult Services Manager and Library Director of notable activities for the District during September 2022 including meetings attended, District business conducted, financial transactions, and programs presented.
Cullen Dansby, the Adult Services Manager, presented an update on the Adult Services Department.
Erica presented the Library Director report and library updates.
The board discussed the updates.
- B. Treasurer Report** of financial status of the District as of September 30, 2022 including income and expenditures
Rachel read the September 2022 Treasurer's report.

Sales Tax	151,143.72
Grants	8,624.91
Fines, Fees, Royalties	3,707.75
Library Sales	881.37
Donations/Gifts	0.00
Interest from Bank Accounts	54.86
Interest from TexPool	2,406.37
Capital Campaign Contributions	1,623.54
Total Income	168,442.52
Total Expenses	(263,237.65)
Net Income	(94,795.13)
Balance Brought Forward for Month	790,578.20
Bank Adj'd Balance + TexPool	1,896,871.05
Bank Unreported Transactions	(5,068.58)

- C. Investment Report on status of the District's Investments and TexPool statements as of September 30, 2022. Larry presented the September 2022 Investment Report. The board discussed the September Investment Report.
- D. Building Committee Report by Library Director on recent fundraisers and campaign account activity. Erica presented the Building Committee Report and updates on recent fundraisers, such as the swag shop.

V. **Old Business**

- A. Consider moving Board meeting date and time and update bylaws to reflect new time
The board discussed the best date and time for future board meetings. The board discussed keeping the meeting on the same day, the third Monday, but move the time to 4:30 pm.
Erica suggested having a work session to look over the bylaws. The board agreed to hold a work session on Saturday October 29, 2022, at 7 am.

VI. **New Business**

- A. Executive Session to discuss real property issues *Texas Government Code Title 5 Subtitle A Chapter 551 Section 551.072*
Carol called for the meeting to move into executive session at 4:43 pm.
Carol called for the meeting to move out of executive session and back into regular session at 4:47 pm.
- B. Cybersecurity update and consider credit monitoring for staff
Erica presented the cybersecurity update and the credit monitoring quote.
David made a motion to provide the credit monitoring for all staff and Larry seconded the motion. The ayes confirm motion approval.
- C. Approve Request for Proposal for Banking Services
Erica presented Pinnacle Bank's response to Benbrook Library District's Request for Proposal for Banking Service. The board discussed the RFP. David made a motion to approve Pinnacle Bank's Proposal for Banking Services. Rachel seconded the motion and the ayes confirmed motion approval.
Tammi abstained from voting and discussion.
- D. Texas Municipal League Update
Samantha and Erica presented the update from the Texas Municipal League conference. The board discussed the updates and commended attending the conference.
- E. Election update on November 8th
Erica presented the election update. Benbrook Library is the only Benbrook entity holding an election. Samantha mentioned the reminder of the need to canvass the election.
- F. Annual Report Update
Erica presented the annual report update. The board discussed the update.
- G. Courier Update
Erica presented the courier update. The board discussed the update.
- H. Consider Avenu Insights for sales tax reporting
Erica presented the quote for Avenu Insights for sales tax reporting. The board agreed to not go forward with the sales tax reporting feature.

- I. Consider moving full amount in current TexPool account to TexPool Prime account
The board discussed moving the current TexPool amount into the TexPool Prime account for a higher return on investment. Larry made a motion to move the funds. Rachel seconded. The ayes confirmed motion approval and approval to move the funds into TexPool Prime.
 - J. Consider PTO policy update and one-time cash out
Erica presented the PTO policy update and a possible one-time cash out. Tammi motion to discuss the policy update and cash out. Rachel seconded the motion. The board discussed the PTO policy update and the one-time cash out. The board agreed to table the matter for further discussion until the board work session.
 - K. Consider business cards and shirts for the Board
Erica presented the business cards and shirts for the Board. Carol would like business cards and a shirt. Larry would like a shirt and business card. The board agreed to not purchase business cards and shirts until after the election.
 - L. Texas Library Association conference vendor
Erica presented the TLA conference vendor update. Benbrook Library has been initially approved as an exhibitor at TLA conference to sell swag items for the new building fund.
- VII. Adjournment
Rachel made a motion to adjourn the meeting. Tammi seconded the motion and the ayes confirmed motion approval. This regular board meeting adjourned at 5:20 pm.

Reviewed/Corrected/Approved

David McClellan, Board Secretary



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

October 29, 2022

Open to the Public

Work Session: 7:00 A.M.

This is a work session only, no action will be taken.

I. Call to Order

II. Business

A. Board Bylaws

B. PTO Policy

C. Code of Conduct

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.

October 2022 Snapshot

Visitors



Door Count
8,081



Phone Calls
1,171

Study Rooms



Conference Rooms **150**

Library Booths **53**

Circulation



Total Checkouts **13,888 w/ renewals**

Library Card Holders **12,339**

New Library Cards **189**

Technology

Computer **507**

Wifi

Makerspace

Laser **61** Cricut **2**

3D Prints **13** Laminator **6**

Poster Printer

Social Media

Facebook Likes **2,980**

Posts **47**

Instagram **510**

Posts **42**

TikTok **269**

Videos **1**



ILL



Received **124**

Shipped **32**

Patrons **60**

Digital Library Resources



1,389



520



0



0



0



1,599



0



12



134



98

Programs

Adult

Programs **19**

Attendance **179**

Youth

IPrograms **48**

Attendance **1690**

Makerspace

Programs **9**

Attendance **58**

Code Club **4**