



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

February 26, 2024

Open to the Public

Regular Meeting: 5:30 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, December 18, 2023 and Special Meeting on Tuesday, December 26, 2023.

IV. Reports

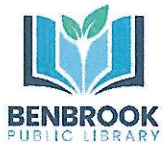
- A. Library Report by Library Director of notable activities for the District during December 2023 and January 2024 including meetings attended, District business conducted, and programs presented.
- B. Treasurer Report of financial status of the District as of January 31, 2023 including income and expenditures.
- C. Investment Report on status of the District's Investments and TexPool statements as of January 31, 2023.

V. New Business

- A. Update on last phase of renovation
- B. Update on FY2024 Budget
- C. Consider FY2023 Audit by John Swaim
- D. Consider Steve Schuster bid for finishing renovation with carpet removal and paint
- E. Consider update on Board Bylaws regarding date and time change in board meetings
- F. Consider Investment Policy annual approval
- G. Consider removing Samantha Young and adding Kristen Cathey to the TexPool account to access the statements
- H. Consider updating meeting room policy regarding Sunday reservations
- I. Update from LibLearnX conference and Library Districts Meeting
- J. Executive Session pertaining to personnel matters *Texas Government Code, Title 5, Subtitle A, Chapter 551, Section 551.074*
- K. Executive Session pertaining to real property issues *Texas Government Code, Title 5, Subtitle A, Chapter 551, Section 551.072*

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

February 26, 2024

Open to the Public

Regular Meeting: 5:00 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: Debbie Belt, Caitlin Boughton

- I. **Call to Order** - Carol called this regular board meeting to order at 5:33pm
- II. **Public Comment** - Texas Government Code Section 551.007 mandates that a governmental body allows 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, December 18, 2023, and Special Meeting on Tuesday, December 26, 2023.

Tammi motioned to approve the meeting minutes from December 18 and December 26, 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 December 2023 and January 2024 including meetings attended, District business conducted, and programs presented.
Erica presented the library reports for December 2023 and January 2024

December 2023 Library Report

Library Visitors	7,066
Total Items checked out	9,740
Library Card Holders	13,398, New 91
Technology	Computer 450, Wi-Fi Sessions 3,616
Study Rooms	Conference Room 53, Booths 60
Volunteer Hours	50
ILL	Received 117, Shipped 108, Patrons 46
Digital Library Resources	4,704
Maker Space Visitors	Laser 106, Cricut 8, 3D prints 15
Total Programs	Adult 16, Youth 43
Program Attendance	Adult 11, Youth 1,521, Robotics 46
Social Media likes	Facebook 4,002, Instagram 725
Social Media Posts	Facebook 60, Instagram 4

January 2024 Library Report

Library Visitors	9,930
Total Items checked out	14,601
Library Card Holders	13,515, New 159
Technology	Computer 509, Wi-Fi Sessions 660
Study Rooms	Conference Room 67, Booths 67
Volunteer Hours	33
ILL	Received 100, Shipped 132, Patrons 62
Digital Library Resources	5,111
Maker Space Visitors	Laser 35, Cricut 3, 3D prints 11
Total Programs	Adult 16, Youth 41
Program Attendance	Adult 99, Youth 1,545
Social Media likes	Facebook 4,100, Instagram 1
Social Media Posts	Facebook 66, Instagram 1

- B. Treasurer Report of financial status of the District as of January 31, 2024, including income and expenditures. Rachel read the Treasurer’s Report.

Sales Tax	176,686.76
Grants	0.00
Fines, Fees, Royalties	723.13
Library Sales	725.52
Donations/Gifts	0.00
Interest from Bank Accounts	1,837.52
Interest from TexPool	7,185.05
Capital Campaign Contributions	42.69
Total Income	187,200.67
Total Expenses	(188,723.26)
Net Income	(1,522.59)
Balance Brought Forward for Month	556,339.94
Bank Adj’d Balance + TexPool	1,572,004.60
Bank Unreported Transactions	(136,995.86)

Christina motioned to approve the Treasure’s Report for January 2024. Tammi seconded the motion. All ayes confirmed motion approval.

- C. Investment Report on status of the District’s Investments and TexPool statements as of January 31, 2024. Larry read the January 2024 Investment Report.

Table approval of report until next regular or special meeting.

V. **New Business**

- A. Update on last phase of Renovation - Erica presented the Board with an update on the last phase of renovation.
- B. Update on FY 2024 Budget - Erica presented the Board with an update on the FY 2024 budget.
- C. Consider FY 2023 Audit by John Swaim - The board discussed FY 2023 Audit by John Swaim.
- D. Consider Steve Schuster bids for finishing renovation with carpet removal and paint - Tammi motioned to accept the Steve Schuster bids for finishing the renovation with carpet removal and paint. Christina seconded the motion. All ayes confirmed motion approval.

- E. Consider update on Board Bylaws regarding date and time change in board meetings and, additionally, compensation - Tammi motioned to accept the update on Board Bylaws regarding date and time change in board meetings, and additionally, compensation. Christina seconded the motion. All ayes confirmed motion approval.
- F. Consider Investment Policy annual approval - Larry motioned to eliminate the phrase "another board member, preferably the treasurer" attend training. Tammi seconded the motion. All ayes confirmed motion approval. Tammi motioned to add the current expiration date for the RFP process to the Investment Policy. Larry seconded the motion. All ayes confirmed motion approval.
- G. Consider removing Samantha Young and adding Kristen Cathey to the TexPool account to access statements - Rachel moved to accept removing Samantha Young and adding Kristen Cathey to the TexPool account to access statements. Larry seconded the motion. All ayes confirmed motion approval.
- H. Consider updating the meeting room policy regarding Sunday reservations - Carol motioned to discuss adding "the library will not open for special events for outside groups when the library is closed" to the meeting room policy. Tammi seconded the motion. All ayes confirmed motion.
- I. Update from LibLearnX conference and Library Districts Meeting - Erica presented the Board with an update from the LibLearnX conference and Library Districts Meeting.
- J. 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 6:40pm
Carol called to move out of executive session at 7:08pm
- K. Executive Session pertaining to real property issues *Texas Government Code, Title 5, Subtitle A, Chapter 551, Section 551.072*
Carol called to move into executive session at 7:09pm
Carol called to move out of executive session at 7:32pm

VI. **Adjournment**

Carol moved to adjourn this regular board meeting. Tammi seconded the motion and the ayes confirmed motion approval. This regular board meeting adjourned at 7:33pm.



Reviewed/Corrected/Approved
Christina Watson, Board Secretary

Visitors



Door Count
7,818



Volunteer Hours
33.75

Study Rooms

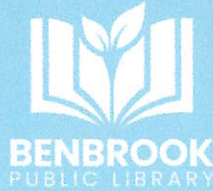


Conference Rooms **61***

Library Booths **98**

*down to one study room

Circulation



Total Checkouts **13,357**

Library Card Holders **13,661**

New Library Cards **107**

Technology

Computer **143**

Wifi Sessions **660**



Makerspace

Laser **52** Cricut **2**

3D Prints **21** Laminator **0**

Poster Printer **14**

Sublimation Printer **12**

Social Media

Facebook Followers **4,087** FB Posts **61**

Instagram Followers **747** IG Posts **1**



ILL



Received **134**

Shipped **130**

Patrons **64**

Digital Library Resources



1,915



573



4



0



0



1,907



20



5



250

Adult

Programs **16**

Attendance **114**

Childrens

Programs **49**

Attendance **1,574**

Teen/Tweens

Programs **8**

Attendance **102**

Total Attendance: 1,688