



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

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***April 8, 2022***

Open to the Public

Work Session: 5:30 PM

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. **New Business**
  - A. Library policies
  - B. Update from Public Library Association
  - C. Vendor contract updates
- 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 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 76126

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***April 8, 2022***

Open to the Public

Work Session: 6:30 P.M.

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

**I. Call to order:**

Carol called this work session to order at 5:50 pm.

**II. Public Comment:**

A. No public comment.

**III. New Business:**

**A. Library Policies**

The board considered updates to the Circulation policy, Makerspace Policy, and the Investment Policy. The board discussed updates although no action was taken.

**B. Update from Public Library Association**

Erica discussed updates from the Librarian's trip to the Public Librarian Association conference. The board discussed updates although no action was taken.

**C. Vendor Contract Updates**

Erica presented updates with the payroll and cleaning contracts. The board discussed updates although no action was taken.

**IV. Adjournment:**

Carol called for this meeting to adjourn at 9:10pm by acclamation.

David McClellan

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Reviewed/Corrected/Approved  
David McClellan, Board Secretary



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

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**April 18, 2022**

Open to the Public

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** – Regular Meeting on March 21, 2022
- IV. **Reports**
  - A. Report by Youth Services Manager and Library Director of notable activities for the District during March 2022 including meetings attended, District business conducted, financial transactions, programs presented, and progress in the application of technology to library services.
  - B. Investment Officer Report of Status of the District's Investments & TexPool statements as of March 31, 2022.
  - C. Treasurer Report of Financial Status of the District as of March 31, 2022 including income, expenditures, and accounting reports.
  - D. Building Committee Report of fundraising efforts and goals for the capital campaign.
- V. **Old Business**
  - A. Consider updated Investment Policy
  - B. Update on MakerSpace Offsite building
  - C. Consider approving Alpine Maintenance for cleaning contract
- VI. **New Business**
  - A. Executive Session pertaining to personnel matters *Texas Government Code, Title 5, Subtitle A, Chapter 551, Section 551.074*
  - B. The Board of Trustees may convene in Executive Session to conduct a private consultation with its Attorney when the Board of Trustees seeks the advice of its Attorney about pending or contemplated litigation, a settlement offer, or on a matter in which the duty of the Attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the provision of Chapter 551, including the following items: Claim for Unpaid Wages
  - C. Consider BLD library card boundaries
  - D. Consider Circulation Policy
  - E. Consider MakerSpace Policy

## 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 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 76126

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***April 18, 2022***

Open to the Public

Regular Meeting: 6:30 P.M.

Board of Trustees Members Present: Carol Hafer; David McClellan; Larry Vickers; Rachel Moore;  
Also Present: Erica Richardson; Cara White; Miranda Bauer; Samantha Young

- I. **Call to order:**  
Carol called this regular board meeting to order at 6:33 pm.
- II. **Public Comment:**
  - A. No public comment.
- III. **Approval of Meeting Minutes:**
  - A. Larry moved to accept the minutes from the March 21, 2022, regular board meeting as presented. Rachel seconded the motion and the ayes confirmed motion approval.
- IV. **Reports:**
  - A. Library Report:  
Miranda presented the Youth Services Department report. Erica presented the Library Director report. The board discussed the reports.
  - B. Investment Officer Report:  
Larry presented the investment officer report.
  - C. Treasurer's Report:  
Report pending.
  - D. Building Committee Report of fundraising efforts and goals for the capital campaign.  
Erica presented the building committee report with updates on a future fundraiser.
- V. **Old Business:**
  - A. Consider updated Investment Policy  
Larry presented the updated Investment Policy, and the board discussed the updated policy.  
Rachel moved to approve the Benbrook Library District Investment Policy as revised on March 15, 2022. David seconded the motion and the ayes confirmed motion approval.
  - B. Update on MakerSpace Offsite building  
Erica presented an update on the MakerSpace portable and the Makerspace offsite building possibilities.  
The board discussed the Makerspace offsite building option. The board agreed to continue exploring the option of having a Makerspace portable building.
  - C. Consider approving Alpine Maintenance for cleaning contract  
The board discussed the Alpine Maintenance cleaning contract.  
Rachel moved to accept the Alpine Maintenance cleaning contract. Larry seconded the motion and the ayes confirmed motion approval.

**VI. New Business:**

- A. Executive Session pertaining to personnel matters (*Texas Government Code, Title 5, Subtitle A, Chapter 551, Section 551.074*)  
Carol called for the meeting to move into executive session at 7:44 pm.  
Carol called for the meeting to move out of executive session at 7:45 pm.
- B. The Board of Trustees may convene in Executive Session to conduct a private consultation with its Attorney when the Board of Trustees seeks the advice of its Attorney about pending or contemplated litigation, a settlement offer, or on a matter in which the duty of the Attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the provision of Chapter 551, including the following items: Claim for Unpaid Wages  
Carol called for the meeting to go into executive session at 6:44pm.  
Carol called for the meeting to go back in regular session at 7:05pm.
- C. Consider BLD library card boundaries  
Erica presented the possibility of changing the Benbrook Library District library card boundaries to include not only the city of Benbrook but also all residents inside the 76126-zip code.  
David made a motion to accept the Benbrook Library District library card boundaries to include all City of Benbrook residents and all 76126 zip code residents. Larry seconded the motion and the ayes confirmed motion approval.
- D. Consider Circulation Policy  
Erica presented the revised circulation policy. The board discussed the revised circulation policy and any further adjustments.  
Rachel moved to accept the Benbrook Library District Circulation policy. David seconded the motion and the ayes confirmed motion approval.
- E. Consider MarkerSpace Policy  
Erica presented the revised MakerSpace Policy. The board discussed the revised MakerSpace Policy.  
Larry made a motion to make the discussed changes and accept the revised MakerSpace Policy. Rachel seconded the motion and the ayes confirmed motion approval.

**VII. Adjournment:**

Rachel moved for the meeting to adjourn. David seconded and the ayes confirmed motion approval. Carol adjourned this regular board meeting at 8:04 pm.

David McClellan

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Reviewed/Corrected/Approved  
David McClellan, Board Secretary