



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

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***February 7, 2022***

Open to the Public

Special 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. **Old Business**
  - A. Consider Library Director employment agreement
- VI. **New Business**
  - A. Executive Session pertaining to personnel matters *Texas Government Code, Title 5, Subtitle A, Chapter 551, Section 551.074*
  - B. Consider Furniture purchase and removal of library shelving
- 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**  
**BENBROOK LIBRARY DISTRICT**  
**BOARD OF TRUSTEES**  
February 7, 2022  
Benbrook Public Library District  
1065 Mercedes Street  
Benbrook, Texas 76126  
Special Meeting at 6:30 pm

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 regular board meeting to order at 6:31 pm.

**II. Public Comment:**

A. No public comment.

**III. Old Business**

A. Consider Library Director employment agreement

**IV. 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 6:32 pm.

Carol called for the meeting to move out of executive session at 7:28 pm.

B. Consider Furniture purchase and removal of library shelving

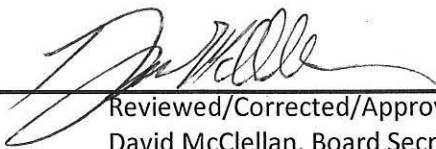
Erica would like to purchase new shelving so to better fit items in the circulation workroom.

Erica is investigating whether a portable building would be a temporary fix to space issues.

**V. Adjournment**

Larry moved to adjourn this special meeting. Rachel seconded and the ayes confirmed motion approval.

Carol adjourned this regular board meeting at 7:20 pm.

  
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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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**February 21, 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 Session – January 17, 2022 Special Meeting – January 24, 2022 Special Meeting February 7, 2022
- IV. **Reports**
  - A. Report by Circulation Manager and Interim Library Director of notable activities for the District during January 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 January 31, 2022.
  - C. Treasurer Report of financial status of the District as of January 31, 2022 including income, expenditures, and accounting reports.
- V. **Old Business**
  - A. Consider Library Director employment agreement
- VI. **New Business**
  - A. Executive Session pertaining to personnel matters *Texas Government Code, Title 5, Subtitle A, Chapter 551, Section 551.074*
  - B. Executive Session to discuss real property issues *Texas Government Code, Title 5, Subtitle A, Chapter 551, Section 551.072*
  - C. Consider Engagement Letter with Kimberling, McFarland and Associates
  - D. Consider Investment Officer's proposal
  - E. Consider book logo for the building project
  - F. Consider last phase of Interim Library Director's Transition Plan
  - G. Consider library policies
  - H. Consider Alturra Technologies contract

**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

**February 21, 2022**

Open to the Public

Regular Meeting: 6:30 P.M.

Board of Trustees Members Present: Carol Hafer; David McClellan; Larry Vickers; Tammi Cauthen  
 Also Present: Erica Richardson; Sheryl Akins

**I. Call to order:**

Carol called this regular board meeting to order at 6:36 pm.

**II. Public Comment:**

A. No public comment.

**III. Approval of Meeting Minutes:**

A. David moved to accept the minutes from the January 17, 2022, regular board meeting. Larry seconded the motion and the ayes confirmed motion approval.

**IV. Reports:**

**A. Library Report:**

Circulation Manager and Interim Library Director presented the library report. The board discussed the library report.

**B. Investment Officer Report:**

Report pending

**C. Treasurer’s Report:**

Sales Tax	145349.46
Grants	0.00
Fines, Fees, Royalties	928.92
Library Sales	787.85
Donations/Gifts	0.00
Interest from Bank Accounts	23.76
Interest from TexPool	38.51
Total Income	147,128.50
Total Expenses	(150,232.65)
Net Income	(3,104.15)
Balance Brought Forward for Month	664,174.65
Bank Adj’d Balance + TexPool	1,792,505.71
Bank Unreported Transactions	(86,118.14)

The board considered the Treasurer’s Report. David moved to accept the January Treasurer report. Larry seconded the motion and the ayes confirmed motion approval.

**V. Old Business:**

**A. Consider Library Director employment agreement.**

The board tabled discussion of the Library Director employment agreement.

**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 go into executive session at 7:00 pm.  
Carol called for the meeting to come out of executive session at 7:20 pm.
- B. 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 go into executive session at 7:20 pm.  
Carol called for the meeting to come out of executive session at 7:35 pm.
- C. Engagement Letter with Kimberling, McFarland and Associates  
David made a motion to accept the engagement letter from Kimberling, McFarland and Associates. Larry seconded the motion and the ayes confirmed motion approval.
- D. Consider Investment Officer's proposal  
Investment Officer's proposal is pending, so discussion and action was tabled by the board.
- E. Consider book logo for the building project  
The board discussed and recommended changes to the book logo. Tammi made a motion to approve the book logo for the building project. David seconded the motion and the ayes confirmed motion approval.
- F. Consider last phase of Interim Library Director's Transition Plan  
Erica presented the last phase of the Interim Library Director's Transition Plan. The last phase of the transition plan will make staffing adjustments, consider moving the MakerSpace to a modular building, and allowing a budget for rearranging admin offices. David seconded the motion and the ayes confirmed motion approval.
- G. Consider library policies  
The board discussed the revised collection development policy and the request for reconsideration. Larry made a motion to approve the revised collection development policy and the request for reconsideration. Tammi seconded the motion and the ayes confirmed motion approval.
- H. Consider Alturra Technologies contract  
Larry made a motion to approve the Alturra Technologies contract. David seconded the motion and the ayes confirmed motion approval.

**VII. Adjournment:**

Larry moved for the meeting to adjourn. Tammi seconded and the ayes confirmed motion approval. Carol adjourned this regular board meeting at 8:07 pm.

David McClellan

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Reviewed/Corrected/Approved  
David McClellan, Board Secretary