



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

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**January 23, 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** - 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, December 19, 2022
- IV. **Reports**
  - A. Library Report by Library Director and Library Operations Manager of notable activities for the District during December 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 December 31, 2022 including income and expenditures.
  - C. Investment Report on status of the District's Investments and TexPool statements as of December 31, 2022.
  - D. FY23 Budget update
- V. **New Business**
  - A. Executive Session pertaining to personnel matters *Texas Government Code, Title 5, Subtitle A, Chapter 551, Section 551.074*
  - B. Executive Session pertaining to real property issues *Texas Government Code, Title 5, Subtitle A, Chapter 551, Section 551.072*
  - C. Installation of Newly Appointed Trustee
  - D. Consider FY23 Budget Revisions
  - E. Final Audit Report
  - F. Final CyberSecurity Report
  - G. Consider Staff Reorganization
  - H. Schedule Work Session for Board
  - I. Consider Mission Statement and Vision Statement
  - J. Consider Library Director's travel for 2023
  - K. Consider Library Director's enrollment in continuing education class
  - L. Consider on Paychex's HR Services
- 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

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**January 23, 2023**

Open to the Public

Regular Meeting: 4:30 P.M.

Board of Trustees Members Present: Carol Hafer; Rachel Moore; Larry Vickers; Tammi Cauthen; Christina Watson  
Also present: Erica Richardson; Samantha Young; Bridgett Adrian

**I. Call to Order**

Carol called this regular board meeting to order at 4:32 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, December 19, 2022

The board discussed reviewing the meeting minutes. Tammi made a motion to approve the minutes. Larry seconded the motion and the ayes confirmed motion approval and approval of the December 19, 2022, regular meeting minutes.

**IV. Reports**

- A. Library Report by Library Director and Library Operations Manager of notable activities for the District during December 2022 including meetings attended, District business conducted, financial transactions, and programs presented and progress in the application of technology to library services.  
Samantha and Bridgett presented updates from their department. Erica presented the library report. The board discussed the reports.
- B. Treasurer Report of financial status of the District as of December 31, 2022, including income and expenditures.  
Rachel read the December 2022 Treasurer's report.

Sales Tax	159,531.54
Grants	0.00
Fines, Fees, Royalties	482.14
Library Sales	672.10
Donations/Gifts	0.00
Interest from Bank Accounts	928.68
Interest from TexPool	4,450.58
Capital Campaign Contributions	11,552.83
Total Income	177,617.87
Total Expenses	(163,903.39)
Net Income	13,714.48
Balance Brought Forward for Month	698,906.38
Bank Adj'd Balance + TexPool	1,903,572.26

- C. Investment Report on status of the District's Investments and TexPool statements as of December 31, 2022. Larry read the December 2022 Investment Report.
- D. FY23 Budget Update  
Samantha presented the FY2023 budget update and mentioned that the budget update will be discussed in more detail under the FY23 Budget Revisions agenda item.

**V. New Business**

- A. 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 4:48 pm.  
Carol called to move back into regular session at 5:00 pm.
- B. 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 5:00 pm.  
Carol called to move back into regular session at 5:20 pm.
- C. Installation of Newly Appointed Trustee  
Samantha administered oath to Larry Vickers appointing him to the Benbrook Library Board of Trustees.
- D. Consider FY23 Budget Revisions  
Samantha presented the FY23 Budget Revisions. The board discussed the budget revisions. Carol made a motion to consider the budget revisions presentation for approval. Larry seconded the motion. The ayes confirmed approval of the motion and approval of the FY23 Budget Revisions as presented.
- E. Final Audit Report  
Erica presented the final financial statement audit report to the board. The auditor was not able to attend this regular board meeting. The audit was clean and contained no findings. The board reviewed the audit report and approved it by acclamation.
- F. Final Cybersecurity Report  
Erica presented the final report from the legal team involved in the library's cyber security event. The board discussed the report.
- G. Consider Staff Reorganization  
Erica presented the Staff Reorganization proposal. Carol made a motion to consider the Staff Reorganization presentation for approval. Rachel seconded the motion. The ayes confirmed motion approval and approval of the Staff Reorganization proposal.
- H. Schedule Work Session for Board  
The board discussed scheduling the work session. The board agreed to hold the next work session on Saturday, February 25, 2023, from 8:30 am to 12:00 pm.
- I. Consider Mission Statement and Vision Statement  
Erica presented the possible Mission Statement and Vision Statement. Erica would like to discuss this further at the board work session.



**J. Consider Library Director's travel for 2023**

Erica presented her travel plans for 2023. The board confirmed the travel plans and no vote was needed.

**K. Consider Library Director's enrollment in continuing education class**

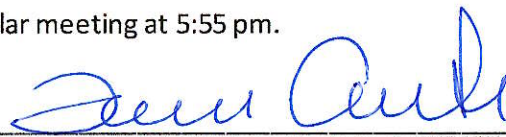
Erica presented the proposal to enroll in SMU's women in leadership continuing education class. Carol made a motion to consider the Library Director's enrollment in the continuing education class. Christina seconded the motion. The ayes confirmed the motion approval and approval of the Library Director to enroll in the continuing education class.

**L. Consider on Paychex's HR Services**

Erica presented the proposal for Paychex's HR Services. The board discussed the proposal. Carol made a motion to consider the proposal for Paychex's HR Services. Christina seconded the motion. The ayes confirmed motion approval and approval of Paychex's HR Services.

**VI. Adjournment**

Carol and the board agreed to adjourn this regular meeting at 5:55 pm.



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Reviewed/Corrected/Approved

Tammi Cauthen, Board Secretary