

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

June 24, 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 allows a citizen to speak only regarding items on an agenda. Citizen comments are limited to 2 minutes.

III. Approval of Meeting Minutes - Regular Meeting on Monday, May 20, 2024

IV. Reports

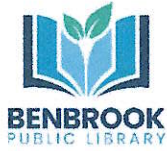
- A. Library Report by Library Services Director and Library Director of notable activities for the District during May 2024 including meetings attended, District business conducted, and programs presented.
- B. Treasurer Report of financial status of the District from May 2024 including income and expenditures.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

V. New Business

- A. Consider Inter-Library Loan (ILL) policy update
- B. Consider revisions to Employee Handbook based on feedback from CPS HR Consulting and legal team
- C. Consider cost of mural in the children's area
- D. Consider FY24 budget revisions
- E. Consider Board Management Software (OnBoard)
- F. Consider cost of additional shelving
- G. Update on Feasibility Study
- H. Consider moving July meeting to Monday, July 29, 2024
- I. Executive Session pertaining to personnel matters *Texas Government Code, Title 5, Subtitle A, Chapter 551, Section 551.074*
- J. Executive Session pertaining to consultation with attorney *Texas Government Code, Title 5, Subtitle A, Chapter 551, Section 551.071*
- 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

June 24, 2024

Open to the Public

Regular Meeting: 5:30 P.M.

Board of Trustees Members Present: Carol Hafer; Tammi Cauthen, Christina Watson; Larry Vickers
Also Present: Erica Richardson, Library Director
Others Present: No public present

- I. **Call to Order** - Carol called this regular board meeting to order at 5:35 p.m.
- 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, May 20, 2024
Tammi motioned to approve the meeting minutes from May 20, 2024. 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 May 2024 including meetings attended, District business conducted, and programs presented.
Erica presented the library reports for May 2024.

May 2024 Library Report

Library Visitors	6,886
Total Items checked out	8,119
Library Card Holders	14,179, New 142
Technology	Computer 464, Wi-Fi Sessions 651
Study Rooms	Conference Room 64, Booths 88
Volunteer Hours	135.5
ILL	Received 76, Shipped 73, Patrons 45
Digital Library Resources	4,745
Maker Space Visitors	Laser 43, 3D prints 27
Total Programs	Adult 18, Youth 44
Program Attendance	Adult 161, Youth 1,593
Social Media Followers	Facebook 4,264, Instagram 789
Social Media Posts	Facebook 72, Instagram 33

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

May 2024	
Sales Tax	198,340.60
Grants	450.00
Fines, Fees, Royalties	928.79
Library Sales	857.20
Donations/Gifts	0.00
Interest from Bank Accounts	1,651.77
Interest from TexPool	6,972.64
Capital Campaign Contributions	43.13
Total Income	209,244.13
Total Expenses	(303,618.52)
Net Income	(94,374.39)
Balance Brought Forward for Month	496,916.76
Bank Adj’d Balance + TexPool	1,860,823.25
Bank Unreported Transactions	(43,548.14)

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

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

Christina motioned to approve the Investment Report for May 2024. Tammi seconded the motion. All ayes confirmed motion approval.

V. **New Business**

- A. Consider Inter-Library Loan (ILL) policy update – Tammi motioned to consider the update to the Inter-Library Loan (ILL) policy, subject to corrections. Larry seconded the motion. All ayes confirmed motion approval.
- B. Consider revisions to Employee Handbook based on feedback from CPS HR Consulting and legal team – The Board discussed the revisions to the Employee Handbook based on feedback from CPS HR Consulting and legal team.
- C. Consider cost of mural in the children’s area – Tammi motioned to approve the cost of the mural in the children’s area up to \$10,000.00. Larry seconded the motion. All ayes confirmed motion approval.
- D. Consider FY24 budget revisions – Carol motioned to consider FY24 budget revisions. Larry seconded the motion. All ayes confirmed motion approval.
- E. Consider Board Management Software (OnBoard) – Larry motioned to accept the proposal for Board Management Software (OnBoard) for 1 year. Christina seconded the motion. All ayes confirmed motion approval.
- F. Consider cost of additional shelving – Carol motioned to consider the estimate for additional shelving. Christina seconded the motion. All ayes confirmed motion approval.
- G. Update on Feasibility Study – Erica updated the Board on the Feasibility Study

H. Consider moving July meeting to Monday July 29, 2024 – The Board discussed changing the July meeting to Monday July 29, 2024

I. 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 7:11 p.m.

Carol called to move out of executive session at 7:22 p.m.

J. Executive Session pertaining to consultation with attorney *Texas Government Code, Title 5, Subtitle A, Chapter 551, Section 551.071*

Attorney not present

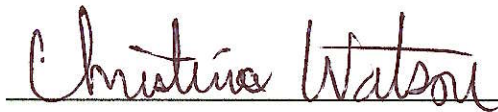
K. Executive Session pertaining to real property issues *Texas Government Code, Title 5, Subtitle A, Chapter 551, Section 551.072*

Carol called to move into executive session at 7:23 p.m.

Carol called to move out of executive session at 7:42 p.m.

VI. **Adjournment**

Christina moved to adjourn this regular board meeting. Tammi seconded the motion and the ayes confirmed motion approval. This regular board meeting adjourned at 7:52 p.m.

A handwritten signature in cursive script that reads "Christina Watson". The signature is written in dark ink and is positioned above a solid horizontal line.

Reviewed/Corrected/Approved
Christina Watson, Board Secretary