



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

March 25, 2024

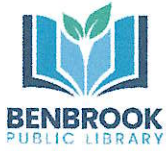
Open to the Public

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, February 24, 2024
- IV. **Reports**
 - A. Library Report by Library Services Director and Library Director of notable activities for the District during February 2024 including meetings attended, District business conducted, and programs presented.
 - B. Treasurer Report of financial status of the District from December 2023 and February 2024 including income and expenditures.
 - C. Investment Report on status of the District's Investments and TexPool statements as of February 29, 2023.
- V. **New Business**
 - A. Update on last phase of renovation, including scheduled closures
 - B. Update on TLA travel and swag shop
 - C. Announcement of the Heart of a LION award to the Benbrook Library Staff from the Benbrook Lions Club
 - D. Consider bookdrop system in the building
 - E. Consider revisions to Employee Handbook based on feedback from CPS HR Consulting
 - F. Executive Session pertaining to personnel matters *Texas Government Code, Title 5, Subtitle A, Chapter 551, Section 551.074*
 - G. Executive Session pertaining to consultation with attorney *Texas Government Code, Title 5, Subtitle A, Chapter 551, Section 551.071*
 - H. 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

March 25, 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: Sheryl Akins, Denise Smith, Raven Hill, Julie Alvarez, Kristin Keeling, Melody Williams, Kayla Minter, Ray Arce

- I. **Call to Order** - Carol called this regular board meeting to order at 5:31 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, February 24, 2024
 Tammi motioned to approve the meeting minutes from February 24, 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 February 2024 including meetings attended, District business conducted, and programs presented.
 Erica presented the library reports for February 2024.

February 2024 Library Report

| | |
|---------------------------|---------------------------------------|
| Library Visitors | 7,818 |
| Total Items checked out | 13,357 |
| Library Card Holders | 13,661, New 107 |
| Technology | Computer 143, Wi-Fi Sessions 660 |
| Study Rooms | Conference Room 61, Booths 98 |
| Volunteer Hours | 33.75 |
| ILL | Received 134, Shipped 130, Patrons 64 |
| Digital Library Resources | 4,674 |
| Maker Space Visitors | Laser 52, Cricut 2, 3D prints 21 |
| Total Programs | Adult 16, Youth 57 |
| Program Attendance | Adult 114, Youth 1,676 |
| Social Media Followers | Facebook 4,087, Instagram 747 |
| Social Media Posts | Facebook 61, Instagram 1 |

Miranda presented the upcoming Spring 2024 report

Upcoming Spring 2024

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|-------------|--|
| March 29 | YMCA Bunny Trail 11:30 a.m. |
| April 5 | After hours Eclipse lecture with Ft. Worth Astronomical Society 6p.m.-7 p.m. |
| April 8 | Eclipse party 12p.m. – 3 p.m. |
| April 15-19 | TLA Annual Conference |
| April 27 | YMCA Healthy Kids Day |
| May 2 | Godley ISD Outreach |
| May 10 | Evening at the Library |
| May 13-16 | Family Place Training |
| June 1 | Summer Reading Begins |

Staff Hired

| | |
|--------|----------------------|
| Gisela | Marketing Specialist |
| Haley | Youth Services |
| Hannah | Youth Services |

B. Treasurer Report of financial status of the District as of December 2023 and February 2024, including income and expenditures.

Carol read the December 2023 and February 2024 Treasurer’s Report.

December 2023

| | |
|-----------------------------------|--------------|
| Sales Tax | 166,779.98 |
| Grants | 75,000.00 |
| Fines, Fees, Royalties | 2,159.62 |
| Library Sales | 351.35 |
| Donations/Gifts | 13.62 |
| Interest from Bank Accounts | 1,604.75 |
| Interest from TexPool | 6,696.84 |
| Capital Campaign Contributions | 2,026.75 |
| Total Income | 254,632.91 |
| Total Expenses | (234,232.16) |
| Net Income | 20,400.75 |
| Balance Brought Forward for Month | 638,710.06 |

| | |
|------------------------------|--------------|
| Bank Adj’d Balance + TexPool | 1,991,871.24 |
| Bank Unreported Transactions | (54,288.25) |

February 2024

| | |
|-----------------------------------|--------------|
| Sales Tax | 58,793.18 |
| Grants | 0.00 |
| Fines, Fees, Royalties | 603.05 |
| Library Sales | 1,097.80 |
| Donations/Gifts | 0.00 |
| Interest from Bank Accounts | 1,646.40 |
| Interest from TexPool | 6,195.38 |
| Capital Campaign Contributions | 446.84 |
| Total Income | 68,782.65 |
| Total Expenses | (223,294.41) |
| Net Income | (154,511.76) |
| Balance Brought Forward for Month | 481,127.27 |

| | |
|------------------------------|--------------|
| Bank Adj’d Balance + TexPool | 1,823,600.63 |
| Bank Unreported Transactions | (110,346.99) |

Christina motioned to approve the Treasurer's Report for December 2023 and February 2024. Larry seconded the motion. All ayes confirmed motion approval.

- C. Investment Report on status of the District's Investments and TexPool statements as of February 29, 2024. Larry read the February Investment Report.

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

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 TLA travel and swag shop - Erica presented the Board with an update on TLA travel and swag shop.
- C. Announcement of the Heart of a LION Award to the Benbrook Library Staff from the Benbrook Lions Club.
- D. Consider bookdrop system in the building - Tammi motioned to consider a bookdrop system in the building. Christina seconded the motion. All ayes confirmed motion approval.
- E. Consider revisions to Employee Handbook based on feedback from CPS HR Consulting - Tammi motioned to consider the revisions to the Employee Handbook. Christina seconded the motion. All ayes confirmed motion approval.

- F. 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 6:30 p.m.

Carol called to move out of executive session at 7:00 p.m.

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

Carol called to move into executive session at 7:01 p.m.

Carol called to move out of executive session at 7:25 p.m.

- H. 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 7:26 p.m.

Carol called to move out of executive session at 7:49 p.m.

VI. **Adjournment**

Christina moved to adjourn this regular board meeting. Carol seconded the motion and the ayes confirmed motion approval. This regular board meeting adjourned at 7:51p.m.



Reviewed/Corrected/Approved
Christina Watson, Board Secretary