

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

September 16, 2024

Open to the Public

Special Meeting: 6:30 PM

ALL AGENDA ITEMS ARE SUBJECT TO FINAL ACTION

I. Call to Order

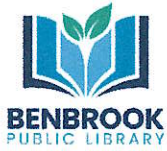
II. Public Comment - Texas Government Code Section 551.007 mandates that a governmental body allows a citizen to speak only regarding items on an agenda. Citizen comments are limited to 2 minutes.

III. New Business

A. Executive Session pertaining to personnel matters *Texas Government Code, Title 5, Subtitle A, Chapter 551, Section 551.074*

IV. Adjourn

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

September 16, 2024

Open to the Public

Special Meeting: 6:30 P.M.

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

- I. **Call to Order** - Carol called this regular board meeting to order at 6:32 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. **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 at 6:32 p.m.
Carol called to move out of executive session at 7:59 p.m.
- IV. **Adjournment**

Christina moved to adjourn this special board meeting. Larry seconded the motion, and the ayes confirmed motion approval. This regular board meeting adjourned at 8:00 p.m.

A handwritten signature in dark ink that reads "Christina Watson".

Reviewed/Corrected/Approved
Christina Watson, Board Secretary



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

September 23, 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, August 26, 2024 and Special Meeting on Monday, September 16, 2024

IV. Reports

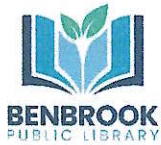
- A. Library Report by Executive Director of notable activities for the District during August 2024 including meetings attended, District business conducted, and programs presented.
- B. Treasurer Report of financial status of the District from August 2024 including income and expenditures.
- C. Investment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

V. New Business

- A. Consider Board Member Resignation
- B. Consider Cancellation of Election
- C. Consider 2025 Annual Calendar
- D. Executive Session pertaining to personnel matters *Texas Government Code, Title 5, Subtitle A, Chapter 551, Section 551.074*
- E. Executive Session pertaining to consultation with attorney *Texas Government Code, Title 5, Subtitle A, Chapter 551, Section 551.071*
- F. Executive Session pertaining to real property issues *Texas Government Code, Title 5, Subtitle A, Chapter 551, Section 551.072*
- G. Consider the use of recordings during the board meetings
- H. Consider Executive Director Employment Contract

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

September 23, 2024

Open to the Public

Regular Meeting: 5:30 P.M.

Board of Trustees Members Present: Carol Hafer; Tammi Cauthen; Christina Watson; Larry Vickers; Rachel Moore
 Also Present: Erica Richardson, Executive Director
 Others Present: Jonathan Roach

- I. **Call to Order** - Carol called this regular board meeting to order at 5:37 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, August 26, 2024 and Special Meeting on September 16, 2024

 Tammi motioned to approve the meeting minutes from August 26th and September 16th, 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 August 2024 including meetings attended, District business conducted, and programs presented.
 Erica presented the library reports for August 2024.

August 2024 Library Report

Library Visitors	10,074
Total Items checked out	16,065
Library Card Holders	15,033, New 256
Technology	Computer 672, Wi-Fi Sessions 699
Study Rooms	Conference Room 91, Booths 84
Volunteer Hours	77.5
ILL	Received 53, Shipped 66, Patrons 72
Digital Library Resources	4,907
Maker Space Visitors	Laser 71, 3D prints 23
Total Programs	Adult 19, Youth 45
Program Attendance	Adult 220, Youth 2,303
Social Media Followers	Facebook 4,476, Instagram 835
Social Media Posts	Facebook 80, Instagram 47

- B. Treasurer Report of financial status of the District as of August 31, 2024, including income and expenditures. Rachel read the August 2024 Treasurer's Report.

August 2024	
Sales Tax	182,294.18
Grants	17,055.10
Fines, Fees, Royalties	746.57
Library Sales	1,124.35
Donations/Gifts	0.00
Interest from Bank Accounts	1,584.26
Interest from TexPool	6,866.74
Capital Campaign Contributions	0.00
Total Income	209,671.20
Total Expenses	(249,761.17)
Net Income	(40,089.97)
Balance Brought Forward for Month	489,727.53
Bank Adj'd Balance + TexPool	1,317,584.11
Bank Unreported Transactions	(4,471.64)

Christina motioned to approve the Treasurer's Report for August 2024. Larry seconded the motion. All ayes confirmed motion approval.

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

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

V. **New Business**

- A. Consider Board Member Resignation – Carol motioned to accept Board Member Rachel Moore's resignation effective the end of this board meeting. Christina seconded the motion. All ayes confirmed motion approval.
- B. Consider Cancellation of Election – tabled for the next regular or special meeting.
- C. Consider 2025 Annual Calendar – Christina motioned to approve the 2025 Annual Calendar including the addition of Martin Luther King Jr. Day and Juneteenth as holidays. Rachel seconded the motion. All ayes confirmed motion approval.

- D. 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 6:08 p.m.
 Carol called to move out of executive session at 6:31 p.m.

- E. 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 6:32 p.m.
 Carol called to move out of executive session at 7:04 p.m.

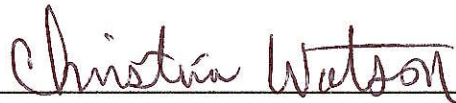
- F. Executive Session pertaining to real property issues *Texas Government Code, Title 5, Subtitle A, Chapter 551, Section 551.072*

Carol called to move into executive session at 7:05 p.m.
 Carol called to move out of executive session at 7:48 p.m.

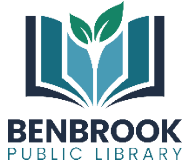
- G. Consider the use of recordings during the board meetings – Christina motioned to continue to the use of recordings in board meetings. Tammi seconded the motion. All ayes confirmed motion approval.
- H. Consider Executive Director Employment Contract – Christina motioned to approve Executive Director Employment Contract for FY25. Rachel seconded the motion. All ayes confirmed motion approval.

VI. **Adjournment**

Rachel moved to adjourn this regular board meeting. Larry seconded the motion, and the ayes confirmed motion approval. This regular board meeting adjourned at 7:53 p.m.



Reviewed/Corrected/Approved
Christina Watson, Board Secretary



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

September 27, 2024

Open to the Public

Special Meeting: 11:00 AM

ALL AGENDA ITEMS ARE SUBJECT TO FINAL ACTION

I. Call to Order

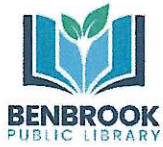
II. Public Comment - Texas Government Code Section 551.007 mandates that a governmental body allows a citizen to speak only regarding items on an agenda. Citizen comments are limited to 2 minutes.

III. New Business

- A. Consider candidate withdrawal from election
- B. Consider Cancellation of Election

IV. Adjourn

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

September 27, 2024

Open to the Public

Special Meeting: 11:00 A.M.

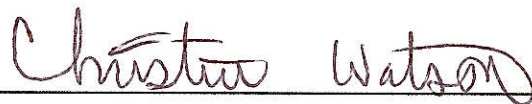
Board of Trustees Members Present: Carol Hafer; Tammi Cauthen; Christina Watson; Larry Vickers

Also Present:

Others Present: No Public Present

- I. **Call to Order** - Carol called this regular board meeting to order at 11:07 a.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. **New Business**
 - A. Consider candidate withdrawal from election – Denise Smith has completed a withdrawal form from the election, which was presented at the meeting. Christina moved to approve the withdrawal of Denise Smith from the election. Tammi seconded the motion, and the ayes confirmed motion approval.
 - B. Consider Cancellation of Election – Carol moved to cancel the election as applicants are running unopposed. Larry seconded that motion, and the ayes confirmed motion approval
- VI. **Adjournment**

Christina moved to adjourn this special board meeting. Larry seconded the motion, and the ayes confirmed motion approval. This special board meeting adjourned at 11:38 a.m.



Reviewed/Corrected/Approved
Christina Watson, Board Secretary