

BLD Board Meeting

Benbrook Library District

Tuesday, November 19, 2024 at 5:30 PM CST to Tuesday, November 19, 2024 at 7:30 PM CST

1065 Mercedes Street

Agenda

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

A. Regular Board Meeting on October 28, 2024

IV. Reports

A. Library Report of notable activities for the District including meetings attended, District business conducted, and programs presented.

Presenter: Library Director

B. Treasurer Report of financial status of the District including income and expenditures.

C. Investment Report on status of the District's investments and TexPool statements.

V. New Business

A. Oath of Office for Board of Trustees Larry Vickers and Christina Watson

B. Officer Elections

C. Consider updating the signatures on bank accounts with Trustee updates

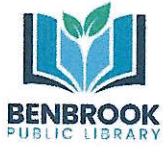
D. Consider Letter of Engagement with Auditor John Swaim

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

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

VI. Adjournment

If 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 session 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

November 19, 2024

Open to the Public

Regular Meeting: 5:30 P.M.

Board of Trustees Members Present: Carol Hafer; Tammi Cauthen; Larry Vickers; Denise Smith
Also Present: Erica Richardson, Executive Director
Others Present: Kristen Cathey

- I. **Call to Order** - Carol called this regular board meeting to order at 5:39 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, October 28, 2024
Larry motioned to approve the meeting minutes from October 28th, 2024. Denise seconded the motion. All eyes confirmed motion approval and approval of minutes.
- IV. **Reports**
 - A. Library Report by Library Director of notable activities for the District during October 2024 including meetings attended, District business conducted, and programs presented, including a Holly Jolly update.
Erica presented the library reports for October 2024.

October 2024 Library Report

Library Visitors	8,495
Total Items checked out	13,281
Library Card Holders	15,277, New 158
Technology	Computer 667, Wi-Fi Sessions 657
Study Rooms	Conference Room 87, Booths 86
Volunteer Hours	110
ILL	Received 41, Shipped 43, Patrons 41
Digital Library Resources	4,772
Maker Space Visitors	Laser 34, 3D prints 29
Total Programs	Adult 17, Youth 50
Program Attendance	Adult 130, Youth 844, Code Club 20
Social Media Followers	Facebook 4,562, Instagram 863
Social Media Posts	Facebook 63, Instagram 24

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

October 2024	
Sales Tax	165,037.70
Grants	1,512.00
Fines, Fees, Royalties	30,697.97
Library Sales	0.00
Donations/Gifts	0.00
Interest from Bank Accounts	1,524.91
Interest from TexPool	5,633.94
Capital Campaign Contributions	0.00
Total Income	204,406.52
Total Expenses	(203,321.90)
Net Income	1,084.62
Balance Brought Forward for Month	477,986.86
Bank Adj’d Balance + TexPool	1,801,897.04
Bank Unreported Transactions	(17,129.79)

Tammi motioned to approve the Treasurer’s Report for October 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 October 31, 2024. Larry read the September 2024 Investment Report.

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

V. **New Business**

- A. 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 5:52 p.m.
 Carol called to move out of executive session at 6:25 p.m.

- B. 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 6:25p.m.
 Carol called to move out of executive session at 6:29 p.m.

- C. Oath of Office for Board of Trustees Larry Vickers and Christina Watson – Carol administered the Oath of Office to Board Trustees Larry Vickers.

- D. Officer Elections –

Tammi nominated Carol Hafer as Board President. Larry seconded the motion, and the ayes confirmed approval of Carol Hafer serving as Board President.
 Carol nominated Christina Watson as Board Treasurer. Tammi seconded the motion, and the ayes confirmed approval of Christina Watson serving as Board Treasurer.
 Carol nominated Larry Vickers as Board Investment Officer. Tammi seconded the motion, and the ayes confirmed approval of Larry Vickers serving as Board Investment Officer.
 Carol nominated Denise Smith as Board Secretary. Tammi seconded the motion, and the ayes confirmed approval of Denise Smith serving as Board Secretary.
 Tammi Cauthen will continue as Trustee.

E. Consider updating the signatures on bank accounts with Trustee updates – Carol motioned to remove Rachel Moore as signatory on all Pinnacle and Wells Fargo Bank accounts. Larry seconded the motion. All ayes confirmed motion approval.

Carol also motioned adding the following new signatories to all Pinnacle and Wells Fargo accounts:

Carol Hafer, President

Larry Vickers, Investment Officer

Christina Watson, Treasurer, and,


Erica Richardson, Executive Director.

In addition, Kristen Cathey will be added to have viewing privileges on the Wells Fargo account. Larry seconded the motion. All ayes confirmed motion approval.

F. Consider Letter of Engagement with Auditor John Swaim – Tammi motioned to approve the letter of Engagement with Auditor John Swaim. Denise seconded the motion. All ayes confirmed motion approval.

VI. **Adjournment**

Tammi moved to adjourn this regular board meeting. Larry seconded the motion, and the ayes confirmed motion approval. This regular board meeting adjourned at 6:43 p.m.



Reviewed/Corrected/Approved
Denise Smith, Board Secretary