



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

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**October 28, 2024**

Open to the Public

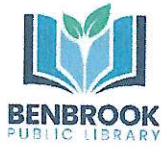
Regular Meeting: 5:30 P.M.

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, September 23, 2024 and Special Meeting on Friday, September 27, 2024
- IV. **Reports**
  - A. Library Report by Executive Director of notable activities for the District during September 2024 including meetings attended, District business conducted, and programs presented.
  - B. Treasurer Report of financial status of the District from September 2024 including income and expenditures.
  - C. Investment Report on status of the District's Investments and TexPool statements as of September 30, 2024.
- V. **New Business**
  - A. Consider appointment of Denise Smith as new Board of Trustee
  - B. Oath of Office for Appointed Board of Trustee
  - C. Consider the proposal of changing the library hours
  - D. Consider the purchase of new computers for rotating staff
  - E. Consider Security Camera Guidelines
  - F. Consider FY24 Budget Revisions
  - G. Consider the Door Service Plan Renewal
  - H. Consider Orange Boy Renewal, three year agreement
  - I. Consider updating the BLD Board Bylaws to reflect changes made within the last fiscal year
  - J. Consider decommission Inventory for Recycling
  - K. Consider moving November meeting to Monday, November 18, 2024
  - L. Executive Session pertaining to personnel matters *Texas Government Code, Title 5, Subtitle A, Chapter 551, Section 551.074*
  - M. 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

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**October 28, 2024**

Open to the Public

Regular Meeting: 5:30 P.M.

Board of Trustees Members Present: Carol Hafer; Christina Watson; 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 5:31 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, September 23, 2024 and Special Meeting on September 27, 2024  

Christina motioned to approve the meeting minutes from September 23<sup>rd</sup> and September 27<sup>th</sup>, 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 September 2024 including meetings attended, District business conducted, and programs presented.  
Erica presented the library reports for September 2024.

September 2024 Library Report

Library Visitors	8,515
Total Items checked out	12,941
Library Card Holders	15,115, New 150
Technology	Computer 537, Wi-Fi Sessions 620
Study Rooms	Conference Room 80, Booths 86
Volunteer Hours	78
ILL	Received 61, Shipped 58, Patrons 47
Digital Library Resources	4,705
Maker Space Visitors	Laser 35, 3D prints 20, Code Club 19
Total Programs	Adult 16, Youth 52
Program Attendance	Adult 119, Youth 1,315
Social Media Followers	Facebook 4,516, Instagram 851
Social Media Posts	Facebook 81, Instagram 26

- B. Treasurer Report of financial status of the District as of September 30, 2024, including income and expenditures. Carol read the September 2024 Treasurer's Report.

September 2024	
Sales Tax	168,146.59
Grants	0.00
Fines, Fees, Royalties	1,120.80
Library Sales	1,018.11
Donations/Gifts	0.00
Interest from Bank Accounts	1,537.93
Interest from TexPool	6,090.39
Capital Campaign Contributions	0.00
Total Income	177,913.82
Total Expenses	(208,440.58)
Net Income	(30,526.76)
Balance Brought Forward for Month	435,584.60
Bank Adj'd Balance + TexPool	1,929,612.45
Bank Unreported Transactions	45,032.63

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

- C. Investment Report on status of the District's Investments and TexPool statement as of September 30, 2024. Larry read the September 2024 Investment Report.

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

V. **New Business**

- A. Consider appointment of new Board of Trustee – Christna motioned to approve the appointment of Denise Smith as a new Board of Trustee member effective this board meeting. Larry seconded the motion. All ayes confirmed motion approval.
- B. Oath of Office for Appointed Board Trustee – Carol administered the Oath of Office to Board Trustee Denise Smith.
- C. Consider proposal of changing library hours – The Board amended the proposal to include a pilot program beginning December 2, 2024, with adjusted hours of 9 a.m. – 7 p.m. Monday – Thursday. Christina motioned to approve changing the library hours as per the amended proposal. Larry seconded the motion. All ayes confirmed motion approval.
- D. Consider the cost of new computers for rotating staff – Christina motioned to approve the purchase of new computers for rotating staff. Larry seconded the motion. All ayes confirmed motion approval.
- E. Consider Security Camera Guidelines – Christina motioned to approve the Security Camera Guidelines after approval by attorney. Larry seconded the motion. All ayes confirmed motion approval.
- F. Consider FY24 Budget Revisions – Christina motioned to approve the FY24 Budget revisions. Denise seconded the motion. All ayes confirmed motion approval.



- G. Consider the Door Service Plan Renewal – Christina motioned to approve the Door Service plan renewal contract. Larry seconded the motion. All ayes confirmed motion approval.
- H. Consider Orange Boy renewal 3-year agreement – Christina motioned to approve the Orange Boy 3-year renewal agreement. Larry seconded the motion. All ayes confirmed motion approval.
- I. Consider updating the BLD Board Bylaws to reflect changes made within the last fiscal year – Larry motioned to approve updating the BLD Board Bylaws to reflect changes made with the last fiscal year. Denise seconded the motion. All ayes confirmed motion approval.
- J. Decommission Inventory for Recycling – Christina motioned to decommissioning of inventory for recycling. Denise seconded the motion. All ayes confirmed motion approval.
- K. Consider changing the board meeting to November 18<sup>th</sup> – The Board approved changing the Monday, November 25<sup>th</sup> meeting to Tuesday, November 19<sup>th</sup>.
- L. 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 6:47 p.m.  
Carol called to move out of executive session at 6:57 p.m.
- M. 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 6:58 p.m.  
Carol called to move out of executive session at 7:06 p.m.

VI. **Adjournment**

Christina moved to adjourn this regular board meeting. Denise seconded the motion, and the ayes confirmed motion approval. This regular board meeting adjourned at 7:07 p.m.



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Reviewed/Corrected/Approved  
Christina Watson, Board Secretary