



Special BLD Board Meeting

Benbrook Library District

Monday, February 10, 2025 at 5:00 PM CST to Monday, February 10, 2025 at 5:30 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. New Business

A. Consider Feasibility Study Proposal

Presenter: Kevin Wallace, Campaign Counsel

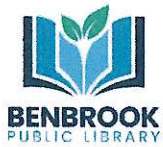
B. Consider FY24 Audit Report

C. Consider Grant Writer Funding Strategy

D. Consider Memo of Understanding for the Texas Special Districts Coalition

IV. 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

February 10, 2025

Open to the Public

Special Meeting: 5:00 P.M.

Board of Trustees Members Present: Christina Watson; Larry Vickers; Denise Smith

Also Present: Erica Richardson, Executive Director

Others Present: None

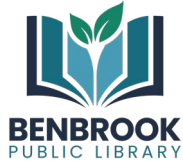
- I. **Call to Order** - Christina called this special board meeting to order at 5:04 p.m.
- II. **Public Comment** - Texas Government Code Section 551.007 mandates that a governmental body allows a citizen to speak only in regard to items on an agenda. Citizen comments are limited to 2 minutes.
- III. **New Business**
 - A. Consider Feasibility Study Proposal – Christina motioned to approve the Feasibility Study proposal up to \$1,000.00. Denise seconded the motion. All ayes confirm motion approval.
 - B. Consider FY24 Audit Report – Christina motioned to approve the FY24 Audit Report. Denise seconded the motion. All ayes confirm motion approval.
 - C. Consider Grant Writer Funding Strategy – Christina motioned to approve the Grant Writer Funding Strategy up to \$4,000.00. Larry seconded the motion. All ayes confirm motion approval.
 - D. Consider Memo of Understanding for the Texas Special Districts Coalition – Larry motioned to approve the Memo of Understanding for the Texas Special District Coalition. Denise seconded the motion. All ayes confirm motion approval.

VI. **Adjournment**

Christina moved to adjourn this regular board meeting. Larry seconded the motion, and the ayes confirmed motion approval. This regular board meeting adjourned at 5:22 p.m.

A handwritten signature in blue ink that reads "Denise Smith". The signature is written in a cursive style. Below the signature is a solid horizontal line.

Reviewed/Corrected/Approved
Denise Smith, Board Secretary



BLD Board Meeting

Benbrook Library District

Monday, February 24, 2025 at 5:30 PM CST to Monday, February 24, 2025 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 January 27, 2025

B. Special Board Meeting on February 10, 2025

IV. Reports

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

Presenters: Miranda Bauer, Erica Richardson

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

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

C. Consider Budget Revisions Q1 FY25

D. Electrician for updating wiring and emergency lighting

E. Jim Round contract for Executive Coaching

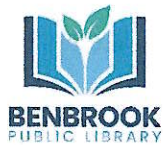
F. Consider Children in the Library policy update

G. Consider Storage Shed and Concrete Pad

H. Update Staff Break Room modification

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

February 24, 2025

Open to the Public

Regular Meeting: 5:30 P.M.

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

- I. **Call to Order** - Carol called this regular board meeting to order at 5:32 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 2 minutes.
- III. **Approval of Meeting Minutes** - Regular Meeting on Monday, January 27th, 2025 and Special Meeting on Monday, February 10th, 2025

Christina motioned to approve the meeting minutes from January 27th, 2025 and February 10th, 2025. Larry seconded the motion. The motion passed with 3 in favor and 2 abstentions.
- IV. **Reports**
 - A. Library Report by Library Director of notable activities for the District during January 2025 including meetings attended, District business conducted, and programs presented.
Miranda presented the library reports for January 2025.

January 2025 Library Report

Library Visitors	6,399
Total Items checked out	12,415
Library Card Holders	15,690, New 132
Technology	Computer 453, Wi-Fi Sessions 649
Study Rooms	Conference Room 66, Booths 82
Volunteer Hours	65.75
ILL	Received 43, Shipped 44, Patrons 26
Digital Library Resources	5,248
Maker Space Visitors	Laser 57, 3D prints 39
Total Programs	Adult 23, Youth 49
Program Attendance	Adult 290, Youth 1,508, Code Club 23
Social Media Followers	Facebook 4,690, Instagram 914
Social Media Posts	Facebook 94, Instagram 35

- B. Treasurer Report of financial status of the District as of January 31, 2025, including income and expenditures. Christina read the January 2025 Treasurer's Report.

January 2025	
Sales Tax	174,737.57
Grants	0.00
Fines, Fees, Royalties	801.61
Library Sales	674.50
Donations/Gifts	0.00
Interest from Bank Accounts	1,353.21
Interest from TexPool	5,097.61
Capital Campaign Contributions	0.00
Total Income	182,664.45
Total Expenses	(184,594.68)
Net Income	(1,930.23)
Balance Brought Forward for Month	492,001.15
Bank Adj'd Balance + TexPool	1,690,433.61
Bank Unreported Transactions	(143,429.52)

Christina motioned to approve the Treasurer's Report for January 2025. Tammi seconded the motion. All ayes confirmed motion approval.

- C. Investment Report on status of the District's Investments and TexPool statement as of January 31, 2025. Larry read the January 2025 Investment Report.

Christina motioned to approve the Investment Report for January 2025. Denise seconded the motion. All ayes confirmed motion approval.

V. **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 5:52 p.m.

Carol called to move out of executive session at 5:55 p.m.

- B. 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 5:56 p.m.

Carol called to move out of executive session at 5:59 p.m.

- C. Consider Budget Revisions Q1 FY25 – Tammi motioned to approve the Budget Revisions for Q1 FY25. Denise seconded the motion. All ayes confirm motion approval.
- D. Electrician for updating wiring and emergency lighting – Larry motioned to accept the bid from Pocket Electric to update the wiring and emergency lighting. Denise seconded the motion. All ayes confirm motion approval.
- E. Jim Round contract for Executive Coaching – Larry motioned to approve the Jim Round contract for Executive Coaching. Tammi seconded the motion. All ayes confirm motion approval.
- F. Consider Children in the Library policy update – Denise motioned to approve the updates for the Children in the Library policy. Larry seconded the motion. All ayes confirm motion approval.

G. Consider Storage Shed and Concrete Pad – The board tabled this matter to explore other options.

H. Update Staff Break Room modification – Erica updated the board on the Staff Break Room modification.

VI. **Adjournment**

Christina moved to adjourn this regular board meeting. Larry seconded the motion, and the ayes confirmed motion approval. This regular board meeting adjourned at 6:35 p.m.



Reviewed/Corrected/Approved
Denise Smith, Board Secretary