

BLD Board Meeting

Benbrook Library District

Monday, April 28, 2025 at 5:30 PM CDT to Monday, April 28, 2025 at 7:00 PM CDT

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 March 31, 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. Consider MakerSpace policy

B. Consider Display policy

C. Texas Special District Coalition update

D. Consider funds for staff to attend Texas Library Association's LAUNCH program

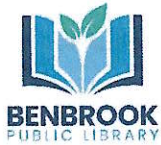
E. Consider travel reimbursement for board members

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

G. 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

April 28, 2025

Open to the Public

Regular Meeting: 5:30 P.M.

Board of Trustees Members Present: Carol Hafer; Tammi Cauthen; Denise Smith; Christina Watson
Also Present: Erica Richardson, Executive Director; Miranda Bauer, Assistant Executive Director
Others Present: None

- 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, March 31st, 2025
Tammi motioned to approve the meeting minutes from March 31st, 2025. Denise seconded the motion. All ayes confirmed motion approval.
- IV. **Reports**
 - A. **Library Report** by Library Director of notable activities for the District during March 2025 including meetings attended, District business conducted, and programs presented.
Miranda and Erica presented the library reports for March 2025.

March 2025 Library Report

Library Visitors	8,595
Total Items checked out	13,762
Library Card Holders	14,750, New 141
Technology	Computer 531, Wi-Fi Sessions 720
Study Rooms	Conference Room 79, Booths 116
Volunteer Hours	71.25
ILL	Received 60, Shipped 67, Patrons 21
Digital Library Resources	5,466
Maker Space Visitors	Laser 84, 3D prints 54
Total Programs	Adult 20, Youth 60
Program Attendance	Adult 147, Youth 1,611, Code Club 15
Social Media Followers	Facebook 4,789, Instagram 956
Social Media Posts	Facebook 90, Instagram 31

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

March 2025	
Sales Tax	162,306.80
Grants	0.00
Fines, Fees, Royalties	5,050.25
Library Sales	359.77
Donations/Gifts	600.00
Interest from Bank Accounts	1,344.94
Interest from TexPool	5,094.38
Capital Campaign Contributions	10.00
Total Income	174,766.14
Total Expenses	(192,975.90)
Net Income	(18,209.76)
Balance Brought Forward for Month	527,952.07
Bank Adj'd Balance + TexPool	1,869,310.82
Bank Unreported Transactions	(9,657.16)

Carol motioned to approve the Treasurer's Report for March 2025. Denise seconded the motion. All ayes confirmed motion approval.

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

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

V. **New Business**

- A. Consider MakerSpace policy – Christina motioned to approve the MakerSpace Policy. Tammi seconded the motion. All ayes confirm motion approval.
- B. Consider Display policy – Christina motioned to approve the Display Policy. Tammi seconded the motion. All ayes confirm motion approval.
- C. Texas Special District Coalition update – Erica presented the board with an update on the Texas Special District Coalition.
- D. Consider funds for staff to attend Texas Library Association's LAUNCH program – Denise motioned to approve fund for 2 staff members to attend the Texas Library Association's LAUNCH program. Christina seconded the motion. All ayes confirm motion approval.
- E. Consider travel reimbursement for board members – The Board discussed travel reimbursement for board members.
- 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 6:10 p.m.

Carol called to move out of executive session at 6:12 p.m.

G. 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 6:13 p.m.

Carol called to move out of executive session at 6:16 p.m.

VI. **Adjournment**

Christina moved to adjourn this regular board meeting. Tammi seconded the motion, and the ayes confirmed motion approval. This regular board meeting adjourned at 6:16 p.m.



Reviewed/Corrected/Approved
Denise Smith, Board Secretary