

BLD Board Meeting

Benbrook Library District

Monday, June 23, 2025 at 5:30 PM CDT to Monday, June 23, 2025 at 7:30 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 May 19, 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. Report on Library Satisfaction Results

B. Consider OnBoard software renewal for board management

C. Consider Quickbooks Online Training with PBK Services

D. Consider policy for after hours programs

E. Consider removal of outdated property

F. Consider the reimbursement of DFW Philanthropy in Action conference

G. Consider the quote for the HVAC unit

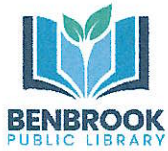
H. Consider an update to the courtyard area

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

J. 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

May 19, 2025

Open to the Public

Regular Meeting: 5:30 P.M.

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

- I. **Call to Order** - Christina 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, April 28th, 2025
Tammi motioned to approve the meeting minutes from April 28th, 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 April 2025 including meetings attended, District business conducted, and programs presented.
Miranda and Erica presented the library reports for April 2025.

April 2025 Library Report

Library Visitors	7,148
Total Items checked out	13,169
Library Card Holders	14,866, New 161
Technology	Computer 467, Wi-Fi Sessions 650
Study Rooms	Conference Room 69, Booths 77
Volunteer Hours	169.25
ILL	Received 36, Shipped 37, Patrons 18
Digital Library Resources	5,267
Maker Space Visitors	Laser 63, 3D prints 18
Total Programs	Adult 18, Youth 43
Program Attendance	Adult 184, Youth 1090, Code Club 9
Social Media Followers	Facebook 4,809, Instagram 977
Social Media Posts	Facebook 80, Instagram 36

- B. Treasurer Report of financial status of the District as of April 30th, 2025, including income and expenditures. Christina read the April 2025 Treasurer's Report.

April 2025	
Sales Tax	148,508.70
Grants	0.00
Fines, Fees, Royalties	64,452.26
Library Sales	5,259.89
Donations/Gifts	2,700.00
Interest from Bank Accounts	1,264.09
Interest from TexPool	4,933.31
Capital Campaign Contributions	185.94
Total Income	227,304.19
Total Expenses	(211,436.58)
Net Income	15,867.61
Balance Brought Forward for Month	521,823.26
Bank Balance + TexPool	1,718,236.95
Uncleared + New Transactions	(108,500.83)

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

- C. Investment Report on status of the District's Investments and TexPool statement as of April 30, 2025. Larry read the April 2025 Investment Report.

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

V. **New Business**

- A. Consider TexShare Card Policy – Tammi motioned to approve the TexShare Card Policy. Christina seconded the motion. All ayes confirm motion approval.
- B. Consider Grant Writer Proposal – Christina motioned to approve the Grant Writer Proposal. Denise seconded the motion. The motion passed with 4 in favor and 1 abstention.
- C. Consider Cristo Rey Fort Worth College Prep proposal – Tammi motioned to consider the Cristo Rey Fort Worth College Prep proposal. Christina seconded the motion. All nays confirm the motion failed.
- D. Consider Budget Revisions for FY25, Q3 – Christina motioned to approve the Budget Revisions for FY25, Q3. Larry seconded the motion. All ayes confirm motion approval.
- E. Consider allowing business owners and employees library resident cards – Tabled until the June regular meeting.
- 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 6:32 p.m.

Carol called to move out of executive session at 6:45 p.m.

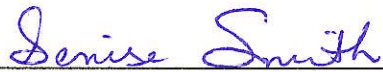
G. Executive Session pertaining to real property issues *Texas Government Code, Title 5, Subtitle A, Chapter 551, Section 551.072*

Carol called to move into executive session at 6:45 p.m.

Carol called to move out of executive session at 6:55 p.m.

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 6:55 p.m.



Reviewed/Corrected/Approved
Denise Smith, Board Secretary