



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E. Consider removal of outdated property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

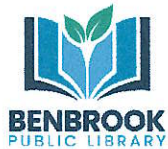
H. Consider an update to the courtyard area

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

June 23, 2025

Open to the Public

Regular Meeting: 5:30 P.M.

Board of Trustees Members Present: Carol Hafer; Denise Smith; Christina Watson; Larry Vickers; Tammi Cauthen (virtual)
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 5:35 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, May 19, 2025
Larry motioned to approve the meeting minutes from May 19, 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 May 2025 including meetings attended, District business conducted, and programs presented.
Miranda and Erica presented the library reports for May 2025.

May 2025 Library Report

Library Visitors	9,273
Total Items checked out	14,312
Library Card Holders	15,100, New 236
Technology	Computer 446, Wi-Fi Sessions 711
Study Rooms	Conference Room 70, Booths 109
Volunteer Hours	123.75
ILL	Received 52, Shipped 28, Patrons 18
Digital Library Resources	5,457
Maker Space Visitors	Laser 97, 3D prints 45
Total Programs	Adult 18, Youth 55
Program Attendance	Adult 146, Youth 2,214, Code Club 17
Social Media Followers	Facebook 4,838, Instagram 993
Social Media Posts	Facebook 79, Instagram 33

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

May 2025	
Sales Tax	231,483.04
Grants	0.00
Fines, Fees, Royalties	(9,432.80)
Library Sales	614.45
Donations/Gifts	0.00
Interest from Bank Accounts	1,352.97
Interest from TexPool	4,930.62
Capital Campaign Contributions	28.39
Total Income	228,976.67
Total Expenses	(229,779.42)
Net Income	(802.75)
Balance Brought Forward for Month	521,659.75
Bank Balance + TexPool	1,811,258.50
Uncleared + New Transactions	(20,947.62)

Christina motioned to approve the Treasurer's Report for May 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 May 31, 2025. Larry read the May 2025 Investment Report.

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

V. New Business

- A. Report on Library Satisfaction Results – Erica presented the Board with Library Satisfaction Results.
- B. Consider OnBoard software renewal for board management – Christina motioned to approve the OnBoard software renewal for board management. Denise seconded the motion. All ayes confirm motion approval.
- C. Consider QuickBooks Online Training with PBK Services – Carol motioned to approve QuickBooks Online Training with PBK Services. Christina seconded the motion. All ayes confirm motion approval.
- D. Consider policy for after-hours programs – Christina motioned to approve the policy for after-hours programs with updated changes. Denise seconded the motion. All ayes confirm motion approval.
- E. Consider removal of outdated property – Christina motioned to approve the removal of outdated property. Larry seconded the motion. All ayes confirm motion approval.
- F. Consider the reimbursement of DFW Philanthropy in Action conference – Christina motioned to consider the reimbursement of DFW Philanthropy in Action conference. Denise seconded the motion. All ayes confirm reimbursement will not be needed.

- G. Consider the quote for the HVAC unit – Christina motioned to approve the quote for the HVAC unit. Denise seconded the motion. All ayes confirm motion approval.
- H. Consider update to the courtyard area – Carol motioned to consider an update to the courtyard area. Christina seconded the motion. All ayes confirm motion approval.
- I. 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 6:53 p.m.
Carol called to move out of executive session at 6:10 p.m.
- J. 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 6:11 p.m.
Carol called to move out of executive session at 7:37 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 7:37 p.m.



Reviewed/Corrected/Approved
Denise Smith, Board Secretary