

BLD Board Meeting

Benbrook Library District

Monday, December 15, 2025 at 5:30 PM CST to Monday, December 15, 2025 at 7:00 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 November 17, 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. Investment Report on status of the District's investments and TexPool statements.

V. New Business

A. Consider contract with Friends of the Benbrook Library for storage shed space

B. Consider opening bids for IT Networking services under e-rate funding

C. Consider contract for Accounting Services with Doug Pratt

D. Consider updating Employee Handbook with bilingual pay information and retirement update

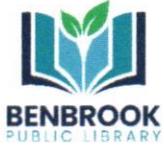
E. Update on Community Partnership form

F. Update on Book Vending Machine funding

G. Consider paying for Executive Director to attend Leadership Texas program

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

December 15, 2025

Open to the Public

Regular Meeting: 5:30 P.M.

Board of Trustees Members Present: Carol Hafer; Christina Watson; Larry Vickers; Denise Smith; Tammi Cauthen
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, November 17, 2025
Christina motioned to approve the meeting minutes from November 17, 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 November 2025 including meetings attended, District business conducted, and programs presented.
Miranda and Erica presented the library reports for November 2025.

November 2025 Library Report

Library Visitors	6,986
Total Items checked out	12,375
Library Card Holders	16,216, New 129
Technology	Computer 227, Wi-Fi Sessions 158
Study Rooms	Conference Room 65, Booths 86
Volunteer Hours	59.50
ILL	Received 2, Shipped 7, Patrons 5
Digital Library Resources	7,060
Maker Space Visitors	Laser Engraver 99, 3D prints 10, Poster Printer 53, Cricut 9, Laminator 4, Sublimation 16, Embroidery 7, Heat Press 26, Button Maker 2, 3D Scanner 3
Total Programs	Adult 18, Youth 46
Program Attendance	Adult 182, Youth 1,200
Social Media Followers	Facebook 5,210, Instagram 1,076
Social Media Posts	Facebook 93, Instagram 36

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

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

V. **New Business**

- A. Consider contract with Friends of the Benbrook Library for storage shed space – Carol motioned to consider the contract with Friends of the Benbrook Library for storage shed space. Larry seconded the motion. Tammi amended the original motion to allow for 50 square feet of space at a cost of \$1.00 annually for a term of 24 months. The motion, as amended, was approved unanimously.
- B. Consider opening bids for IT Networking services under e-rate funding – Christina motioned to consider opening bids for IT Networking services under e-rate funding. Denise seconded the motion. All ayes confirmed motion approval.
- C. Consider contract for Accounting Services with Doug Pratt – Tammi motioned to consider contract for Accounting Services with Doug Pratt. Christina seconded the motion. All ayes confirmed motion approval.
- D. Consider updating Employee Handbook with bilingual pay information and retirement update – Christina motioned to consider updating Employee Handbook with bilingual pay information. Tammi seconded the motion. All ayes confirmed motion approval.
- E. Update Community Partnership form – Erica presented the Board with an update on the Community Partnership form.
- F. Update on the Book Vending Machine funding – Erica presented the Board with an update on the Book Vending Machine funding.
- G. Consider paying for Executive Director to attend Leadership Texas program – Christina motioned to consider paying for Executive Director to attend Leadership Texas program. Tammi seconded the motion. All ayes confirmed motion approval.

VI. **Adjournment**

Christina moved to adjourn this regular board meeting. Carol 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