

## **BLD February Board Meeting**

Benbrook Library District

Wednesday, March 4, 2026 at 5:30 PM CST to Wednesday, March 4, 2026 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 February 2, 2026**

#### **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's Report for January 2026**

##### **C. Investment Report on status of the District's investments and TexPool statements for January 2026.**

#### **V. New Business**

##### **A. Sales tax report from HdL Companies**

##### **B. Consider approving annual Investment Policy**

##### **C. Consider updating organizational chart**

##### **D. Consider Executive Director travel with National Special District Association in May**

##### **E. Consider update on Professional Development in March**

##### **F. Update on Library Giving Day**

##### **G. Update on TSLAC grant submitted**

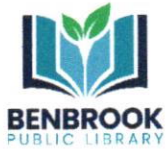
##### **H. Update on Robot Park memory book**

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

##### **J. Executive Session pertaining to legal issues: Texas Government Code, Title 5, Subtitle A, Chapter 551, Section 551.071**

#### **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

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**March 4, 2026**

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 5:34 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, February 2<sup>nd</sup>, 2026  
Tammi motioned to approve the meeting minutes from February 2<sup>nd</sup>, 2026. Larry seconded the motion. All eyes confirmed motion approval.
- IV. **Reports**
  - A. Library Report by Library Director of notable activities for the District during January 2026 including meetings attended, District business conducted, and programs presented.  
Miranda and Erica presented the library reports for January.

January 2026 Library Report

Library Visitors	6,583
Total Items checked out	12,422
Library Card Holders	16,482, New 144
Technology	Computer 286, Wi-Fi Sessions 384
Study Rooms	Conference Room 47, Booths 55
Volunteer Hours	47.5
ILL	Received 1, Shipped 8, Patrons 9
Digital Library Resources	8,009
Maker Space Visitors	Laser Engraver 51, 3D prints 82, Poster Printer 93, Cricut 3, Laminator 3, Sublimation 15, Embroidery 11, Heat Press 16, Button Maker 20, 3D Scanner 5
Total Programs	Adult 11, Youth 39
Program Attendance	Adult 160, Youth 1,065
Social Media Followers	Facebook 5,350, Instagram 1,098
Social Media Posts	Facebook 104, Instagram 42

- B. Treasurer Report of financial status of the District as of January 31, 2026, including income and expenditures. Christina read the January 2026 Treasurer’s Report.

January 2026	
Sales Tax	178,083.92
Grants	0.00
Fines, Fees, Royalties	911.94
Library Sales	381.10
Donations/Gifts	1101.67
Interest from Bank Accounts	173.63
Interest from TexPool	5,642.40
Capital Campaign Contributions	0.00
Total Income	186,294.66
Total Expenses	(194,957.31)
Net Income	(8,662.65)
Balance Brought Forward for Month	127,405.27
Bank Balance + TexPool	1,782,154.97
Uncleared + New Transactions	(46,069.20)

Tammi motioned to approve the Treasurer’s Reports for January 2026. Denise 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, 2026. Larry read the January 2026 Investment Report.

Christina motioned to approve the Investment Report for January 2026. Tammi seconded the motion. All ayes confirmed motion approval.

**V. New Business**

- A. Sales tax report from HdL Companies – Erica presented the sales tax report from HdL Companies
- B. Consider approving annual Investment Policy – Christina motioned to consider approving the annual Investment Policy. Denise seconded the motion. All ayes confirmed motion approval.
- C. Consider updating organizational chart – Christina motioned to consider updating the organizational chart. Larry seconded the motion. All nays confirm motion failure. Amended motion: Tammi motioned to consider updating the organizational chart by striking the hybrid opportunity language from the job description. Larry seconded the motion. The motion passed with 4 for and 1 abstention.
- D. Consider Executive Director travel with National Special District Association in May – Christina motioned to consider Executive Director travel with National Special District Association in May. Denise seconded the motion. All ayes confirmed motion approval.
- E. Consider update on Professional Development in March – Christina motioned to consider the update on Professional Development in March. Denise seconded the motion. All ayes confirmed motion approval.
- F. Update on Library Giving Day – Erica presented the board with an update on Library Giving Day.
- G. Update on TSLAC grant submitted – Erica presented the Board with an update on the TSLAC grant submitted.

H. Update on Robot Park memory book – Erica presented the Board with an update on the Robot Park memory book.

I. 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 6:44 p.m.

Carol called to move out of executive session at 6:54 p.m.

J. Executive Session pertaining to legal issues *Texas Government Code, Title 5, Subtitle A, Chapter 551, Section 551.071*

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

Carol called to move out of executive session at 7:09 p.m.

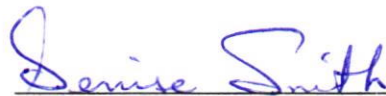
The Board reconvened the Open session with new business items to add.

K. Additional Bereavement Days – Carol motioned to consider 2 additional bereavement days for the Executive Director. Christina seconded the motion. All ayes confirm motion approval.

L. Letter of Intent discussed during executive session – Carol motioned to consider the Letter of Intent discussed during executive session. Christina seconded the motion. All ayes confirm motion approval.

**VI. Adjournment**

A motion to adjourn was made by Christina and carried unanimously at 7:11 p.m.



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Reviewed/Corrected/Approved  
Denise Smith, Board Secretary