

**AGENDA**  
**BOARD OF TRUSTEES**  
**BENBROOK PUBLIC LIBRARY DISTRICT**  
**1065 Mercedes, Benbrook, Texas**

Open to the Public

December 17, 2020

Regular ZOOM Meeting: 6:30 P.M.

***ALL AGENDA ITEMS ARE SUBJECT TO FINAL ACTION***

**I. Call to Order**

**II. Public Comment**

Public comment is welcome at the beginning of open meetings and at the time the pertinent agenda item is presented. The library board president may impose a time limit for each speaker.

**III. Approval of Meeting Minutes**

Regular and Executive Session - November 16, 2020

**IV. Reports**

- A. Report by Library Director of notable activities for the District during November 2020, including meetings attended, District business conducted, financial transactions, programs presented, and progress in the application of technology to library services.
- B. Investment Officer, Board of Trustees, Report of Status of the District's Investments & TexPool statements as of November 30, 2020.
- C. Treasurer, Board of Trustees, Report of financial status of the District as of November 30, 2020 including income, expenditures, and accounting reports.

**V. Old Business**

- A. Consider wide format printer replacement proposal
- B. Other old business

**VI. New Business**

- A. Consider disposal of surplus shelving and display case
- B. Consider paid holidays and library closures for calendar year 2021
- C. Consider adjustments to timekeeping and payroll cycle
- D. Executive Session to discuss real property issues (per Texas Government Code, Section 551.072)
- E. Other new business

**VII. Adjournment**

If, during the course of the meeting, 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 meeting 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**  
BENBROOK LIBRARY DISTRICT  
BOARD OF TRUSTEE  
December 17, 2020  
Benbrook Public Library  
1065 Mercedes Street  
Benbrook, Texas 76126

**This meeting was held virtually, via videoconference hosted on ZOOM**  
Regular Meeting at 6:30 pm

Members Present: Roy "Corky" Baird; Carol Hafer; David McClellan; Larry Vickers

Also Present: Steve Clegg; James Donovan (attorney)

**I. Call to order:**

Carol called this regular board meeting to order at 6:32 pm.

Carol began by conveying the statement whereby, due to the Covid-19 crisis, the governor has provided permission for the Benbrook Board of Trustees to meet via teleconference. And has provided means for the public to participate and address the board via teleconference.

**II. Public Comment:**

There was no public comment.

**III. Approval of Meeting Minutes:**

A. All confirmed they received the minutes from last meeting. Corky made motion to approve board minutes from November 16<sup>th</sup> regular and executive session meeting. Larry seconded motion and the ayes confirmed minutes approved.

**IV. Reports:**

**A. Library Director Report:**

Steve has no changes to make to the report that was sent to the trustees. Steve gave the trustees an opportunity to peruse the report to ask questions.

Steve commented that he attended meetings with former MetrOPAC partners. There was talk in the meetings to reconstitute consortium and the model going forward using ILS grant from state library to offset cost of extracting data and implementation install. The grant is due in March and draft review is due in January. They would reconstitute using Koha and Aspen Discovery layer with attractive prices and a deeper discount. Steve would like to take the consortium to the next level and be a cooperation or a collaboration. This would allow libraries to share programs at discounted costs rather than hire program presenter. Libraries could share kits and not just books as well. The cooperation would be run by committees. The grant is a three-year grant process, with each year being its own grant and no more than 3 years at one time. The first opportunity to use the grant would be in fiscal year 2022. Steve would like to take them up on all 3 years. The first year would be for founding libraries and to

iron out concepts. The second year would be to attract others to sign on and grow. The third year would try to grow as much as can and establish sustainability. They would be asking for letters of support from board in January.

Carol asked if we would get reimbursement from funds spent previously. Steve said no but we would get discount 2,200 a year on ILS. Carol mentioned it sounds exciting and might take longer.

Corky asked if any strings were attached. Steve said of course, always. They want to know of sustainability, so we need letters of support and sustainability from other agencies. Such as asking courier service if we can pass things over and CTLS to do administrative.

Steve mentioned he would send a link to the grant and will talk more next time, only wanted to report on the meeting today.

Corky encouraged David and Anita to write a paragraph, a little glowing bio, about themselves for webpage. Carol mentioned a need to get a photo of everyone together when that is possible.

A. Investment Officer Report:

Corky reported that last month was light from state but we are in good shape. We continue to be frugal but have plenty of money as blessing. If anyone has questions or would like in different format, please let him know.

B. Rachel was not present to present the Treasurer’s report, so Carol read the report into minutes while Steve screenshared the report for November 2020.

Sales Tax	134,929.33
Grants	00
Fines, Fees, Royalties	473.46
Library Sales	280.63
Donations/Gifts	489.50
Interest from Bank Accounts	53.59
Interest from TexPool	122.14
Total Income	136,348.65
Total Expenses	(138,480.27)
Net Income	(2,131.62)
Balance Brought Forward for Month	532,751.58
Bank Adj'd Balance + TexPool	1,658,419.27
Bank Unreported Transactions	(73,176.87)

Carol reported looks good. Corky added that Pinnacle Bank collateralizes excess to stay within regulations.

V. Old Business:

A. Steve presented the lease on the new wide format printer replacement. We have the new printer. The new printer is on a 36-month lease at 186 per month, 7k range. The printer warranty is covered while it is on lease. We supply the paper and buy the ink. The ink costs are offset by customer purchase use. The printers are not designed to sit too long without printing. The new printer is a little upgrade from before. At the end of the lease there is a buy or upgrade option. The service plan includes a 90-minute response guarantee.

- B. No other old business.

**VI. New Business:**

- A. Disposal of surplus shelving and display case:  
All agree to dispose of the surplus shelving and display case by first offering to local area libraries and the friends and then to use regular trash receptacle. Carol mentioned to offer them to anyone that could use them.
- B. Paid holidays and library closures for calendar year 2021:  
Steve proposed 8 paid holidays and no unpaid closures. Carol said proposal makes very clear what days are paid or unpaid. All agree to be opened a day after Christmas even if it falls on a Saturday. Steve recommended to make announcements early about holidays to avoid confusion. Corky moved that we defer to Steve and let him decide. Larry seconded. Carol said it sounds good.

Corky suggested to put ad in newspaper to brag on ourselves and announce that we are successful in serving the community.

- C. Timekeeping and payroll cycle  
Steve recommends changing the payroll cycle to not forecast the second week. Steve recommends changing the cycle after the holiday and turn in on Monday following the pay period.  
Steve recommends adding flex time to the timesheet so that those who work from home, if needed, record their timesheet to reflect that. The flex timesheet is approved by supervisor. Carol mentions those changes make sense. Corky is happy with those changes.
- D. The meeting moved to Executive Session. (separate minutes) to discuss real property.

After Executive Session discussions the meeting moved back to regular session.

**VII. Adjournment:**

Corky moved that the meeting adjourn, and Larry seconded. Motion carried.

Larry Vickers  
Reviewed/Corrected/Approved  
Larry Vickers, Board Secretary