



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

November 21, 2022

Open to the Public

Regular Meeting: 4:30 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 Meeting on Monday, October 17th
- IV. **Reports**
 - A. Library Report by Library Director of notable activities for the District during October 2022 including meetings attended, District business conducted, financial transactions, programs presented, and progress in the application of technology to library services.
 - B. Treasurer Report of financial status of the District as of October 31, 2022 including income and expenditures.
 - C. Investment Report on status of the District's Investments and TexPool statements as of October 31, 2022.
- V. **New Business**
 - A. Installation of Newly Elected Trustees
 - B. Election of Officers
 - C. Executive Session:
 - a. Pursuant to Government Code, Section 551.074, to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee; or to hear a complaint or charge against an officer or employee: Board Secretary resignation
 - b. Pursuant to Government Code, Section 551.072, to deliberate the purchase, exchange, lease, or value of real property if deliberation in an open meeting would have detrimental effect on the position of the governmental body in negotiations with a third person: Possible new library building
 - D. Appoint new Board Trustee
 - E. Consider MakerSpace Specialist promotion and creating a Volunteer Coordinator position
 - F. Consider PTO policy amendments and personnel expenditure
 - G. Consider CyberSecurity Software quote
 - H. Consider T-Mobile contract
 - I. Consider Code of Conduct
 - J. Consider Board Bylaws
 - K. Consider Employee Handbook update
 - L. Consider technology purchase for Board
 - M. Consider Audit Engagement Letter with John Swaim
 - N. Consider moving Board meeting in January

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 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 PUBLIC LIBRARY DISTRICT
1065 Mercedes Street Benbrook, Texas

November 21, 2022

Open to the Public

Regular Meeting: 4:30 P.M.

Board of Trustees Members Present: Carol Hafer; Rachel Moore; Tammi Cauthen; Christina Watson
Also present: Erica Richardson; Samantha Young

I. Call to Order

Carol called this regular board meeting to order at 4:44 pm.

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.

There was no public comment.

III. Approval of Meeting Minutes - Regular Meeting on Monday, October 17, 2022

Rachel moved to approve the minutes from the October 17, 2022, regular meeting. Tammi seconded the motion and the ayes confirmed motion approval and approval of the meeting minutes from October 17, 2022.

IV. Reports

A. Library Report by Library Director of notable activities for the District during October 2022 including meetings attended, District business conducted, financial transactions, and programs presented and progress in the application of technology to library services.

Erica presented the Library report and library updates. Erica discussed upcoming fundraisers and programs. Erica is recommending closing the library early on Tuesday November 22 and all day Wednesday November 23, 2022 due to shortness of staff from sickness.

The board discussed the updates.

B. Treasurer Report of financial status of the District as of October 31, 2022, including income and expenditures.

Rachel read the October 2022 Treasurer's report.

Sales Tax	155,769.76
Grants	5,000.00
Fines, Fees, Royalties	729.72
Library Sales	546.54
Donations/Gifts	0.00
Interest from Bank Accounts	887.68
Interest from TexPool	3,154.36
Capital Campaign Contributions	665.44
Total Income	166,753.50
Total Expenses	(190,979.74)
Net Income	(24,226.24)
Balance Brought Forward for Month	686,027.35

Bank Adj'd Balance + TexPool	1,873,824.94
Bank Unreported Transactions	(39,948.16)

- C. Investment Report on status of the District's Investments and TexPool statements as of October 31, 2022.
Carol read the October 2022 Investment Report.

V. **New Business**

A. Installation of Newly Elected Trustees

The board reviewed the election results. Carol signed the canvass of election and election certificate. Samantha Young, Notary Public, administered the oath of office for Christina Watson thereby installing Christina as a newly elected board member.

B. Appoint new Board Trustee

The board received a resignation from Board Secretary, David McClellan, via email. The board accepted the resignation.

David McClellan is to be removed as signatory on all deposit accounts held by Benbrook Library District since he is no longer serving on the Board of Trustees.

Carol recommended appointing Larry to fill the vacancy. Tammi seconded the recommendation. Ayes confirmed motion approval.

C. Election of Officers

Rachel nominated Carol Hafer as Board President. Tammi seconded the motion and the ayes confirmed approval of Carol Hafer serving as board president.

Carol nominated Rachel as Board Treasurer/Vice President. Tammi seconded the motion and the ayes confirmed approval of Rachel Moore serving as Treasurer/Vice President.

Carol nominated Tammi as Board Secretary. Rachel seconded the motion and the ayes confirmed approval of Tammi Cauthen serving as Board Secretary.

Carol nominated Larry as Board Investment Officer. Rachel seconded the motion and the ayes confirmed approval of Larry Vickers serving as Board Investment Officer.

Carol nominated Christina as Board At-Large member.

At-large – Carol nominated Christina. Rachel seconded the motion and the ayes confirmed approval of Christina Watson as the At-Large board member.

With the newly elected board member and board positions, the signers on the Operating Account will be as follows: Erica Richardson, Library Director; Samantha Young, Library Operations Manager; Carol Hafer, Board President; Rachel Moore, Treasurer/Vice President; Larry Vickers, Board Investment Officer.

David McClellan is to be removed as signatory on all depository accounts held by Benbrook Library District.

D. Executive Session

- a. Pursuant to Government Code, Section 551.074, to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee; or to hear at complaint or charge against an officer or employee: Board Secretary resignation
- b. Pursuant to Government Code, Section 551.072, to deliberate the purchase, exchange, lease, or value of real property if deliberation in an open meeting would have detrimental effect on the position of the governmental body in negotiations with a third person: Possible new library building

Carol called for the meeting to move into executive session at 4:55 pm.

Carol called for the meeting to move out of executive session at 5:25 pm.

- E. Consider MakerSpace Specialist promotion and creating a Volunteer Coordinator position
Erica presented proposal to promote the MakerSpace Specialist to full-time and create a volunteer coordinator position. The board discussed the proposal.
Rachel moved to promote MakerSpace Specialist to full-time and create a Volunteer Coordinator position at the proposed rates. Christina seconded the motion and the ayes confirmed motion approval.

- F. Consider PTO policy amendments and personnel expenditure
Erica presented the PTO policy amendments and the personnel expenditure. The board discussed the amendments and expenditure. Tammi made a motion to approve the PTO policy amendments and personnel expenditure. Rachel seconded the motion and the ayes confirmed motion approval.

- G. Consider CyberSecurity Software quote
Erica presented the CyberSecurity Software quotes. The library's IT professional recommended the Black Talon proposal.
Rachel moved to accept the Black Talon statement of work and contract for CyberSecurity services. Christina seconded the motion and the ayes confirmed motion approval.

- H. Consider T-Mobile Contract
Erica presented the T-Mobile GSA Contract. The DIR T-Mobile contract for the hotspots is being discontinued. The board discussed the contract. Rachel moved to accept the T-Mobile GSA contract for the hotspots. Christina seconded the motion and the ayes confirmed motion approval.

- I. Consider Code of Conduct
Erica presented the revised Code of Conduct. The Code of Conduct will be placed in the library for patrons to reference. The board discussed the revision policy. Christina moved to accept the revisions to the Code of Conduct. Rachel seconded the motion and the ayes confirmed motion approval and approval of the revised Code of Conduct.

- J. Consider Board Bylaws
Erica presented the Board Bylaws. The board discussed the Board Bylaws and adjusting required trainings. Rachel moved to accept the Benbrook Library District Board Bylaws with discussed changes. Tammi seconded the motion and the ayes confirmed motion approval.

- K. Consider Employee Handbook update
Erica presented the revised Employee Handbook. The board discussed the revisions including the holiday pay revision and PTO revision. The board also discussed further revisions. Rachel moved to accept the Benbrook Library District Employee Handbook with the revisions as discussed. Tammi seconded the motion and the ayes confirmed motion approval and the approval of the Employee Handbook.

- L. Consider technology purchase for Board
Erica presented the technology purchase for the Board. The board discussed the technology purchase and agreed to explore options.

M. Consider Audit Engagement Letter with John Swaim

Erica presented the Audit Engagement Letter with John Swaim. The board discussed the Audit Engagement Letter. Tammi motioned to approve the Audit Engagement Letter with John Swaim. Rachel seconded the motion and the ayes confirmed motion approval and approval of the Audit Engagement Letter.

N. Consider moving Board meeting in January

Erica presented moving the Board meeting to the 23rd in January rather than the 16th in January due to the holiday. Carol moved to move the January Board meeting to the 23rd in January. Christina seconded the motion and the ayes confirmed motion approval and approval of moving the Board Meeting to January 23rd.

VI. Adjournment

Carol moved to adjourn this regular board meeting. Rachel seconded the motion and the ayes confirmed motion approval. This regular board meeting adjourned at 6:10 pm.



Reviewed/Corrected/Approved
Tammi Cauthen, Board Secretary