



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

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***September 1, 2022***

Open to the Public

Special Meeting: 9:00 AM

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. **Unfinished Business**
  - A. Consider purchasing a vehicle for transit services
- 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

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***September 1, 2022***

Open to the Public

Special Meeting: 9:00 AM

Board of Trustees Members Present: Carol Hafer; Larry Vickers; David McClellan; Rachel Moore  
Also present: Erica Richardson; Samantha Young

**I. Call to Order**

Carol called this special board meeting to order at 9:02 AM.

- 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.  
There was no public comment.

**III. Unfinished Business**

- A. Consider purchasing a vehicle for transit services

Erica presented the quote for the transit vehicle and expected costs.

The board discussed the quote and expected costs.

The board wants Erica to further research the extended warranty and quote the cheaper option.

David made a motion to approve spending up to \$55,000 for the transit van. Rachel seconded the motion and the ayes confirmed motion approval and approval for Erica to spend up to \$55,000 on purchasing the transit van for Benbrook Public Library.

**IV. Adjournment**

Carol made a motion to adjourn the board meeting. David seconded the motion and the ayes confirmed motion approval and adjournment of the special board meeting at 9:24 AM.

David McClellan

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Reviewed/Corrected/Approved

David McClellan, Board Secretary



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

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**September 22, 2022**

Open to the Public

Regular 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 Meeting on Monday, August 15, 2022
- IV. **Reports**
  - A. Library Report by Library Operations Manager and Library Director of notable activities for the District during August 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 August 31, 2022 including income and expenditures.
  - C. Investment Report on status of the District's Investments and TexPool statements as of August 31, 2022.
  - D. Building Committee Report by Library Director on recent fundraisers and campaign account activity.
- V. **New Business**
  - A. Executive Session pertaining to personnel matters *Texas Government Code, Title 5, Subtitle A, Chapter 551, Section 551.074*
  - B. Consider Library Director Contract
  - C. Consider new vendor for marketing data and statistics, Orangeboy
  - D. Consider potential closet and MakerSpace renovation
  - E. Consider budget revisions
  - F. Consider obtaining appraisal of library land and building
  - G. Consider Notice of Election
  - H. Update regarding Request for Proposal for operating bank account
  - I. Approve 2023 Calendar
  - J. Consider moving Board meeting date and times
  - K. Update on fuel/fleet card for gasoline - Fuelman
  - L. Chamber of Commerce Awards on December 8<sup>th</sup>
  - M. Technology update by Alturra Technologies
  - N. Benbrook Public Library accreditation

VI. **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

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***September 22, 2022***

Open to the Public

Regular Meeting: 6:30 P.M.

Board of Trustees Members Present: Carol Hafer; Larry Vickers; Tammi Cauthen;  
Also present: Erica Richardson; Samantha Young;

**I. Call to Order**

Carol called this regular board meeting to order at 6:36 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, August 15, 2022

Larry made a motion to approve the meeting minutes from the regular board meeting on August 15, 2022, as stated. Carol seconded the motion. Tammi abstained from voting since she was not in attendance at the prior meetings. The ayes confirmed motion approval and approval of the minutes from the August 15, 2022, board meeting.

**IV. Reports**

- A. Library Report** by Library Operations Manager and Library Director of notable activities for the District during August 2022 including meetings attended, District business conducted, financial transactions, and programs presented.  
Samantha, the Library Operations Manager, presented a report on her department. Erica presented the Library Director report and library updates.
- B. Treasurer Report** of financial status of the District as of August 31, 2022 including income and expenditures  
Carol read the August 2022 Treasurer's Report.

Sales Tax	192,471.95
Grants	0.00
Fines, Fees, Royalties	930.63
Library Sales	1,207.60
Donations/Gifts	0.00
Interest from Bank Accounts	62.02
Interest from TexPool	2,224.92
Capital Campaign Contributions	1,860.98
Total Income	196,897.12
Total Expenses	(133,659.87)
Net Income	63,237.25
Balance Brought Forward for Month	729,230.30
Bank Adj'd Balance + TexPool	1,979,190.73

- C. Investment Report on status of the District's Investments and TexPool statement as of August 31, 2022.  
Larry presented the Investment Report for August 2022.
- D. Building Committee Report by Library Director on recent fundraisers and campaign account activity.  
Erica presented the building committee report and update on recent fundraisers.
- V. Treasurer Report of financial status of the District as of July 31, 2022 including income and expenditures.
  - A. Investment Report on status of the District's Investments and TexPool statements as of July 31, 2022.  
Larry presented the July 2022 Investment Report and noted the continuing increase in the TexPool investment.
  - D. Building Committee Report by Library Director on recent fundraisers and campaign account activity.  
Erica discussed the update on the building committee including fundraisers had, planned fundraisers and possible fundraisers.
- VI. **New Business**
  - A. Executive Session pertaining to personnel matters (Texas Government Code, Title 5, Subtitle A, Chapter 551, Section 551.074)  
Carol called for the meeting to move into executive session at 6:55 pm.  
Carol called for the meeting to move out of executive session and back into regular session at 6:58 pm.
  - B. Consider Library Director Contract  
The board considered the Library Director contract. Tammi made motion to approve and sign the contract.  
Larry seconded the motion and the ayes confirmed motion approval.
  - C. Consider new vendor for marketing data and statistics, Orangeboy  
Erica presented the new vendor proposal she is recommending for marketing data and statistics. The board discussed the proposal from Orangeboy. Tammi made motion to accept the marketing contract with Orangeboy.  
Larry seconded the motion and the ayes confirmed motion approval.
  - D. Consider potential closet and Makerspace renovation  
Erica presented the potential closet and Makerspace renovation. This would maximize the space the library has and better utilize the space. The board discussed the proposal. Larry made a motion to approve the closet renovation to provide more staff space. Tammi seconded the motion and the ayes confirmed motion approval.
  - E. Consider Budget Revisions  
Erica presented the budget revisions. Erica would like to consider the budget monthly for possible revisions.  
Larry made a motion to approve the budget revisions as presented for FY2022. Tammi seconded the motion and the ayes confirmed motion approval.
  - F. Consider obtaining appraisal of library land and building  
Erica presented the quote to obtain an appraisal of the library land and building. The board discussed the proposal. Larry made a motion to approve the quote and obtain the appraisal of the land and building for \$2,500. Tammi seconded the motion and the ayes confirmed motion approval.
  - G. Notice of Election  
Samantha presented the notice of election and election updates. The board discussed the election updates.  
Carol will sign the notice of election.

- H. Update regarding Request for Proposal for operating bank account  
Erica presented the Request for Proposal update, which is no update. There was no response from two of the banks and Erica will resend the Proposal to Pinnacle Bank.
- I. Approve 2023 Calendar  
Erica presented the 2023 Calendar, with holiday closures, big program days, and staff training day closures. The board discussed and agreed with the presented calendar.
- J. Consider moving Board meeting date and times  
The board discussed moving the Board meeting date and times. Larry would like to keep the meetings on the third Monday but in afternoon at 4:00 pm. The board proposed to do an email vote. The Board Bylaws will be reviewed for possible adjustments.
- K. Update on fuel/fleet card for gasoline – Fuelman  
Erica presented the update on Fuelman for fuel/fleet card for gasoline for the courier van. The board discussed the proposal. Tammi made a motion to approve using Fuelman for fuel/fleet card services for gasoline in the courier van. Larry seconded and the ayes confirmed motion approval.
- L. Chamber of Commerce Awards on December 8<sup>th</sup>  
Erica would like board to participate and fill the table the library buys for the Chamber of Commerce Awards on December 8<sup>th</sup>. The board agreed.
- M. Technology update by Alturra Technologies.  
Erica presented the technology update by Alturra Technologies. The report discussed technology security and statuses. The board discussed the technology report. There will be future reports for the board to review.
- N. Benbrook Public Library accreditation  
Benbrook Public Library is accredited for another year. The board discussed the accreditation.

VII. **Adjournment**

Larry moved to adjourn this regular meeting. Tammi seconded the motion. The ayes confirmed motion approval and this regular board meeting was adjourned at 7:57 pm.

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Reviewed/Corrected/Approved

David McClellan, Board Secretary