



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

---

**April 22, 2024**

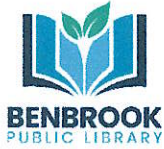
Open to the Public

Regular Meeting: 5:30 P.M.

ALL AGENDA ITEMS ARE SUBJECT TO FINAL ACTION

- I. **Call to Order**
- II. **Public Comment** - Texas Government Code Section 551.007 mandates that a governmental body allow a citizen to speak only in regard to items on an agenda. Citizen comments are limited to 3 minutes.
- III. **Approval of Meeting Minutes** - Regular Meeting on Monday, March 25, 2024
- IV. **Reports**
  - A. Library Report by Library Operations Director and Library Director of notable activities for the District during March 2024 including meetings attended, District business conducted, and programs presented.
  - B. Treasurer Report of financial status of the District from March 2024 including income and expenditures.
  - C. Investment Report on status of the District's Investments and TexPool statements as of December 31, 2023 and March 31, 2024.
- V. **New Business**
  - A. Update on last phase of renovation
  - B. Update from TLA
  - C. Consider updated cost of new shelving
  - D. Consider library closing for staff development on May 28th
  - E. Update on revisions to Employee Handbook based on feedback from CPS HR Consulting
  - F. Celebrate BLD's 25 year anniversary and Evening at the Library celebration!
  - G. Executive Session pertaining to personnel matters *Texas Government Code, Title 5, Subtitle A, Chapter 551, Section 551.074*
  - H. Executive Session pertaining to real property issues *Texas Government Code, Title 5, Subtitle A, Chapter 551, Section 551.072*
- 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 LIBRARY DISTRICT  
1065 Mercedes Street Benbrook, Texas

---

***April 22, 2024***

Open to the Public

Regular Meeting: 5:30 P.M.

Board of Trustees Members Present: Carol Hafer; Tammi Cauthen, Rachel Moore  
Also Present: Erica Richardson, Library Director; Kristen Cathey, Operations Director  
Others Present:

- I. **Call to Order** - Carol called this regular board meeting to order at 5:35 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 3 minutes.
- III. **Approval of Meeting Minutes** - Regular Meeting on Monday, March 25, 2024  
Tammi motioned to approve the meeting minutes from March 25, 2024. Rachel seconded the motion. All eyes confirmed motion approval and approval of minutes.
- IV. **Reports**
  - A. Library Report by Library Director of notable activities for the District during March 2024 including meetings attended, District business conducted, and programs presented.  
Erica presented the library reports for March 2024.

March 2024 Library Report

Library Visitors	8,323
Total Items checked out	10,831
Library Card Holders	13,826, New 164
Technology	Computer 656, Wi-Fi Sessions 588
Study Rooms	Conference Room 67, Booths 104
Volunteer Hours	51
ILL	Received 117, Shipped 27, Patrons 51
Digital Library Resources	4,572
Maker Space Visitors	Laser 35, 3D prints 22
Total Programs	Adult 18, Youth 41
Program Attendance	Adult 111, Youth 1,848
Social Media Followers	Facebook 4,124, Instagram 755
Social Media Posts	Facebook 58, Instagram 1

- B. Treasurer Report of financial status of the District as of March 2024, including income and expenditures. Rachel read the March 2024 Treasurer's Report.

March 2024	
Sales Tax	292,690.90
Grants	47,574.00
Fines, Fees, Royalties	13,438.92
Library Sales	580.14
Donations/Gifts	837.75
Interest from Bank Accounts	1,791.65
Interest from TexPool	6,537.74
Capital Campaign Contributions	72.19
Total Income	363,523.29
Total Expenses	(170,076.23)
Net Income	193,447.06
Balance Brought Forward for Month	610,747.06
Bank Adj'd Balance + TexPool	2,032,035.22
Bank Unreported Transactions	(36,987.78)

Tammi motioned to approve the Treasurer's Report for March 2024. Rachel seconded the motion. All ayes confirmed motion approval.

- C. Investment Report on status of the District's Investments and TexPool statements as of March 31, 2024. Carol read the March 2024 Investment Reports.

Tammi motioned to approve the Investment Report for March 2024. Rachel seconded the motion. All ayes confirmed motion approval.

V. **New Business**

- A. Update on last phase of Renovation - Erica presented the Board with an update on the last phase of renovation.
- B. Update on TLA travel and swag shop - Erica presented the Board with an update on TLA travel and swag shop.
- C. Consider updated cost of new shelving - Tammi motioned to consider the updated cost of new shelving. Carol seconded the motion. All ayes confirmed motion approval.
- D. Consider library closure for staff development on May 28, 2024
- E. Consider revisions to Employee Handbook based on feedback from CPS HR Consulting
- F. Discuss BLD's 25 year anniversary and Evening at the Library Celebration
- G. Executive Session pertaining to personnel matters *Texas Government Code, Title 5, Subtitle A, Chapter 551, Section 551.074*  
 Carol called to move into executive session at 6:25 p.m.  
 Carol called to move out of executive session at 6:40 p.m.
- H. 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 6:41 p.m.  
 Carol called to move out of executive session at 6:52 p.m.

VI. **Adjournment**

Rachel moved to adjourn this regular board meeting. Tammi seconded the motion and the ayes confirmed motion approval. This regular board meeting adjourned at 6:54 p.m.



---

Reviewed/Corrected/Approved  
Christina Watson, Board Secretary