



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

March 8, 2023

Open to the Public

Special Meeting: 10:30 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. **Approval of Meeting Minutes** - Regular Meeting on Monday, January 23, 2023
 - A. Executive Session pertaining to personnel matters *Texas Government Code, Title 5, Subtitle A, Chapter 551, Section 551.074*
- IV. **Adjourn**

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

March 8, 2023

Open to the Public

Special Meeting: 10:30 A.M.

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

I. **Call to Order**

Rachel called this special board meeting to order at 10:38 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. **Approval of Meeting Minutes** – Regular Meeting on Monday, January 23, 2023
This item was agreed to be disregarded since it was approved at the previous regular meeting.

A. Executive Session pertaining to personnel matters *Texas Government Code, Title 5, Subtitle A, Chapter 551, Section 551.074*
Rachel called to go into executive session at 10:38 am.
Rachel called to move out of executive session at 11:45 am.

IV. **Adjournment**

Tammi moved to adjourn this meeting. Larry seconded the motion. The ayes confirmed motion approval and this special meeting was adjourned at 11:45 am.

A handwritten signature in blue ink that reads "Tammi Cauthen".

Reviewed/Corrected/Approved
Tammi Cauthen, Board Secretary



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

March 20, 2023

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, February 20, 2023; Work Session on February 25, 2023; Special Meeting on March 8, 2023
- IV. **Reports**
 - A. Library Report by Library Director and Technology and Facilities Manager of notable activities for the District during February 2023 including meetings attended, District business conducted, and programs presented.
 - B. Treasurer Report of financial status of the District as of February 28, 2023 including income and expenditures.
 - C. Investment Report on status of the District's Investments and TexPool statements as of February 28, 2023.

New Business

- A. Executive Session pertaining to personnel matters *Texas Government Code, Title 5, Subtitle A, Chapter 551, Section 551.074*
- B. Executive Session pertaining to real property issues *Texas Government Code, Title 5, Subtitle A, Chapter 551, Section 551.072*
- C. Consider Fundraising Consultant
- D. Consider Board technology purchase
- E. Consider Grievance Policy
- F. Consider Library Closure Policy
- G. Consider Whistleblower Policy
- H. Official logo and website reveal
- I. Consider Laser Tube for Engraver
- J. Update on Server issues
- K. Consider BLD Partnership Form
- L. Consider 720 Design contract
- M. Schedule Work session

VII. Adjournment

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

March 20, 2023

Open to the Public

Regular Meeting: 4:30 P.M.

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

I. Call to Order

Carol called this regular board meeting to order at 4:30 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, February 20, 2023; Work Session on February 25, 2023; Special Meeting on March 8, 2023

Rachel moved to approve the meeting minutes from the February 20, 2023, February 25, 2023, and March 8, 2023, meetings. Christina seconded the motion. The unanimous ayes confirmed motion approval and approval of the minutes.

IV. Reports

- A. Library Report by Library Director and Technology and Facilities Manager of notable activities for the District during February 2023 including meetings attended, District business conducted, and programs presented. James shared a presentation of updates of the Technology and Facilities department. Erica shared the library report. The board discussed the reports and updates.
- B. Treasurer Report of financial status of the District as of February 28, 2023, including income and expenditures. Rachel read the February 28, 2023, Treasurer Report.

Sales Tax	188,987.72
Grants	0.00
Fines, Fees, Royalties	615.08
Library Sales	711.10
Donations/Gifts	0.00
Interest from Bank Accounts	952.17
Interest from TexPool	4,473.32
Capital Campaign Contributions	639.42
Total Income	196,378.81
Total Expenses	(167,279.09)
Net Income	29,099.72
Balance Brought Forward for Month	723,098.35
Bank Adj'd Balance + TexPool	1,974,230.48

- C. Investment Report on status of the District's Investments and TexPool statements as of February 28, 2023.
Larry read the February 28, 2023, Investment Report.

V. **New Business**

- A. 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 4:55 pm.
Carol called to move out of executive session at 5:04 pm.
- B. 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 5:04 pm.
Carol called to move out of executive session at 5:16 pm.
- C. Consider Fundraising Contract
Erica presented a proposal to engage a Fundraising consultancy firm, Campaign Counsel. The board discussed the proposal to engage the fundraising firm. The board would like to meet with the fundraising firm for their free workshop on April 5 and in the evening if possible.
- D. Consider Board Technology Purchase
Erica discussed replacing the Board's Technology. The board discussed updating technology. The board would like to update the tablet station tablets so the board can use the replaced tablets.
- E. Consider Grievance Policy
The board agreed to table this agenda item.
- F. Consider Library Closure Policy
The board agreed to table this agenda item.
- G. Consider Whistleblower Policy
The board agreed to table this agenda item.
- H. Official logo and website reveal
Erica presented the new official library logo and the new website. The board discussed the logo release and business cards.
- I. Consider Laser Tube for Engraver
Erica presented the quote for a new Laser Tube for the Laser Engraver. The board discussed the proposal. Rachel moved to purchase the laser tube. Tammi seconded the motion. The unanimous ayes of the board confirmed motion approval and approval to purchase the laser tube.
- J. Update on Server Issues
Erica presented the update on server issues. The board discussed the update.
- K. Consider BLD Partnership Form
Erica presented the BLD Partnership Form in order to formalize partnerships with organizations. The board discussed the form and chose to table this agenda item for further review.

L. Consider 720 Design contract

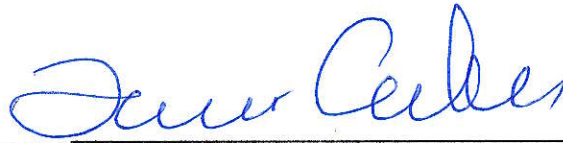
Erica presented a contract with 720 Design to improve workflow in the current building. The board discussed the contract. Tammi expressed to include the current building's engineering report for any potential repairs and changes. Rachel moved to accept the contract from 720 Design for On Call architectural services as needed. Christina seconded the motion. The unanimous ayes of the board confirmed motion approval and approval of the contract.

M. Schedule Work Session

Erica would like to schedule a work session to discuss policies and bylaws. The board discussed possible days and chose April 15th, 2023, at 8 am for the next work session.

VI. Adjournment

Tammi made a motion to adjourn this regular meeting. Christina seconded the motion. The unanimous ayes of the board confirmed motion approval and adjournment of this regular meeting at 5:58 pm.



Reviewed/Corrected/Approved

Tammi Cauthen, Board Secretary