



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

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**May 20, 2024**

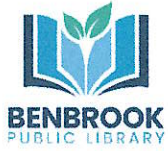
Open to the Public

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, April 22, 2024
- IV. **Reports**
  - A. Library Report by Library Director of notable activities for the District during April 2024 including meetings attended, District business conducted, and programs presented.
  - B. Treasurer Report of financial status of the District from April 2024 including income and expenditures.
  - C. Investment Report on status of the District's Investments and TexPool statements as of December 31, 2023 and April 30, 2024.
- V. **New Business**
  - A. Consider update to FY24 Budget
  - B. Consider Public Comment Policy
  - C. Consider updated cost of new shelving
  - D. Consider payment of election invoice
  - E. Update on revisions to Employee Handbook based on feedback from CPS HR Consulting
  - F. Executive Session pertaining to consultation with attorney *Texas Government Code, Title 5, Subtitle A, Chapter 551, Section 551.071*
  - 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

**May 20, 2024**

Open to the Public

Regular Meeting: 5:30 P.M.

Board of Trustees Members Present: Rachel Dillard Moore; Tammi Cauthen, Christina Watson; Larry Vickers  
 Also Present: Erica Richardson, Library Director; Kristen Cathey, Operations Director  
 Others Present: Ray Arce

- I. **Call to Order** - Rachel called this regular board meeting to order at 5:32 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, April 22, 2024  
 Tammi motioned to approve the meeting minutes from April 22, 2024. Christina seconded the motion. All ayes 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 April 2024.

April 2024 Library Report

Library Visitors	6,863
Total Items checked out	3,267
Library Card Holders	13,941, New 91
Technology	Computer 354, Wi-Fi Sessions 579
Study Rooms	Conference Room 3, Booths 54
Volunteer Hours	220
ILL	Received 89, Shipped 15, Patrons 39
Digital Library Resources	4,639
Maker Space Visitors	Laser 16, 3D prints 13
Total Programs	Adult 6, Youth 20
Program Attendance	Adult 63, Youth 735
Social Media Followers	Facebook 4,211, Instagram 770
Social Media Posts	Facebook 47, Instagram 35

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

April 2024	
Sales Tax	165,960.23
Grants	0.00
Fines, Fees, Royalties	496.41
Library Sales	3,744.08
Donations/Gifts	147.80
Interest from Bank Accounts	1,745.93
Interest from TexPool	6,775.50
Capital Campaign Contributions	152.14
Total Income	179,022.09
Total Expenses	(225,050.20)
Net Income	(46,028.11)
Balance Brought Forward for Month	564,285.23
Bank Adj'd Balance + TexPool	1,999,423.81
Bank Unreported Transactions	(31,006.17)

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

- C. Investment Report on status of the District's Investments and TexPool statements as for December 31, 2023, and April 30, 2024.

Larry read the December 31, 2023, and April 30, 2024 Investment Reports.

Christina motioned to approve the Investment Reports for December 31, 2023, and April 30, 2024. Larry seconded the motion. All ayes confirmed motion approval.

## V. New Business

- A. Consider update to FY24 Budget – Christina motioned to consider the update to FY24 Budget. Tammi seconded the motion. All ayes confirmed motion approval.
- B. Consider Public Comment Policy – Tammi motioned to adopt the Public Comment Policy with the recommended changes. Christina seconded the motion. All ayes confirmed motion approval.
- C. Consider updated cost of new shelving – Tabled for next regular meeting.
- D. Consider payment of election invoice – Larry motioned to consider payment of election invoice. Christina seconded the motion. All ayes confirmed motion approval.
- E. Update on revisions to Employee Handbook based on feedback from CPS HR Consulting – Tabled for next regular meeting.
- F. Executive Session pertaining to consultation with attorney *Texas Government Code, Title 5, Subtitle A, Chapter 551, Section 551.071*  
 Rachel called to move into executive session at 7:45 p.m.  
 Rachel called to move out of executive session at 7:45 p.m.
- G. Executive Session pertaining to personnel matters *Texas Government Code, Title 5, Subtitle A, Chapter 551, Section 551.074*

Rachel called to move into executive session at 7:46 p.m.  
 Rachel called to move out of executive session at 8:03 p.m.

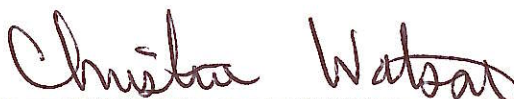
H. Executive Session pertaining to real property issues *Texas Government Code, Title 5, Subtitle A, Chapter 551, Section 551.072*

Rachel called to move into executive session at 8:04 p.m.

Rachel called to move out of executive session at 8:06 p.m.

VI. **Adjournment**

Christina moved to adjourn this regular board meeting. Larry seconded the motion and the ayes confirmed motion approval. This regular board meeting adjourned at 8:07 p.m.



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Reviewed/Corrected/Approved  
Christina Watson, Board Secretary