



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

July 29, 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 allows a citizen to speak only regarding items on an agenda. Citizen comments are limited to 2 minutes.

III. Approval of Meeting Minutes - Regular Meeting on Monday, June 24, 2024

IV. Reports

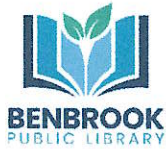
- A. Library Report by Library Director of notable activities for the District during June 2024 including meetings attended, District business conducted, and programs presented.
- B. Treasurer Report of financial status of the District from June 2024 including income and expenditures.
- C. Investment Report on status of the District's Investments and TexPool statements as of June 30, 2024.

V. New Business

- A. Consider revisions to Employee Handbook based on feedback from CPS HR Consulting and legal team
- B. Propose FY25 Budget
- C. Consider AtoZ multi-year contract
- D. Consider Cyberliability and Data Breach Response Coverage
- E. Consider Faronics/DeepFreeze multi-year contract
- F. Consider purchase of floor model laser cutter/engraver
- G. Order of Election
- H. Consider sponsoring VFW 5K in September
- I. Executive Session pertaining to personnel matters *Texas Government Code, Title 5, Subtitle A, Chapter 551, Section 551.074*
- J. Executive Session pertaining to consultation with attorney *Texas Government Code, Title 5, Subtitle A, Chapter 551, Section 551.071*
- K. 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

July 29, 2024

Open to the Public

Regular Meeting: 5:30 P.M.

Board of Trustees Members Present: Carol Hafer; Tammi Cauthen; Christina Watson; Larry Vickers; Rachel Moore
 Also Present: Erica Richardson, Library Director
 Others Present: Debbie Belt, Kristen Cathey (Staff)

- I. **Call to Order** - Carol called this regular board meeting to order at 5:37 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, June 24, 2024
 Tammi motioned to approve the meeting minutes from June 24, 2024. Larry 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 June 2024 including meetings attended, District business conducted, and programs presented.
 Erica presented the library reports for June 2024.

June 2024 Library Report

Library Visitors	11,115
Total Items checked out	12,700
Library Card Holders	14,440, New 236
Technology	Computer 611, Wi-Fi Sessions 741
Study Rooms	Conference Room 68, Booths 79
Volunteer Hours	355
ILL	Received 57, Shipped 28, Patrons 25
Digital Library Resources	4,819
Maker Space Visitors	Laser 47, 3D prints 51
Total Programs	Adult 17, Youth 60
Program Attendance	Adult 224, Youth 3,212
Social Media Followers	Facebook 4,303, Instagram 807
Social Media Posts	Facebook 80, Instagram 34

- B. Treasurer Report of financial status of the District as of June 30, 2024, including income and expenditures. Rachel read the June 2024 Treasurer's Report.

June 2024	
Sales Tax	187,120.99
Grants	0.00
Fines, Fees, Royalties	12,762.38
Library Sales	1,031.74
Donations/Gifts	4,000.00
Interest from Bank Accounts	1,482.13
Interest from TexPool	6,525.17
Capital Campaign Contributions	3.82
Total Income	212,926.23
Total Expenses	(178,049.75)
Net Income	34,876.48
Balance Brought Forward for Month	448,885.53
Bank Adj'd Balance + TexPool	1,900,213.98
Bank Unreported Transactions	(72,548.10)

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

- C. Investment Report on status of the District's Investments and TexPool statement as of June 30, 2024. Larry read the June 2024 Investment Report.

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

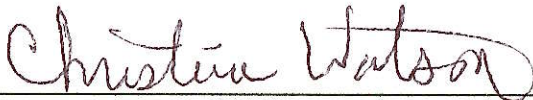
V. **New Business**

- A. Consider revisions to Employee Handbook based on feedback from CPS HR Consulting and legal team – Carol moved to adopt the revisions to the Employee Handbook based on feedback from CPS HR Consulting and legal team. Christina seconded the motion. All ayes confirmed motion approval.
- B. Propose FY25 Budget – Erica presented the FY25 Budget to the Board for discussion.
- C. Consider AtoZ multi-year contract – Carol motioned to approve the AtoZ multi-year contract. Tammi seconded the motion. All ayes confirmed motion approval.
- D. Consider Cyberliability and Data Breach Response Coverage – Rachel motioned to approve Cyberliability and Data Breach Response Coverage. Christina seconded the motion. All ayes confirmed motion approval.
- E. Consider Faronics/DeepFreeze multi-year contract – Tammi motioned to approve the Faronics/DeepFreeze multi-year contract. Rachel seconded the motion. All ayes confirmed motion approval.
- F. Consider purchase of floor model laser cutter/engraver – Rachel motioned to approve the purchase of floor model laser cutter/engraver. Christina seconded the motion. All ayes confirmed motion approval.
- G. Order of Election – Erica presented the Order of Election. Christina motioned to resolve to order an election for the November 7, 2024, election date. Larry seconded the motion. All ayes confirmed motion approval and approval to hold an election.

- H. Consider sponsoring VFW 5K in September – Christina motioned to approve sponsoring the VFW 5K in September. Rachel seconded the motion. 4 ayes and 1 abstention confirmed motion approval.
- I. 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 7:08 p.m.
Carol called to move out of executive session at 7:31 p.m.
- J. Executive Session pertaining to consultation with attorney *Texas Government Code, Title 5, Subtitle A, Chapter 551, Section 551.071*
Attorney not present
- K. 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 7:32 p.m.
Carol called to move out of executive session at 7:48 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 7:48 p.m.



Reviewed/Corrected/Approved
Christina Watson, Board Secretary