



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

August 26, 2024

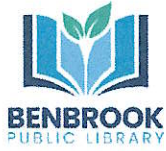
Open to the Public

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, July 29, 2024
- IV. **Reports**
 - A. Library Report by Assistant Library Director and Library Director of notable activities for the District during July 2024 including meetings attended, District business conducted, and programs presented.
 - B. Treasurer Report of financial status of the District from July 2024 including income and expenditures.
 - C. Investment Report on status of the District's Investments and TexPool statements as of July 31, 2024.
- V. **New Business**
 - A. Consider 2024 Merit Bonus
 - B. Consider FY25 Budget
 - C. Consider the use of recordings during the board meetings
 - D. Update on bank accounts including Samantha Young's confirmed removal
 - E. Consider BLD as a founding member of American Association for Special Districts (AASD)
 - F. Consider creating a Building Committee
 - G. Executive Session pertaining to personnel matters *Texas Government Code, Title 5, Subtitle A, Chapter 551, Section 551.074*
 - H. Executive Session pertaining to consultation with attorney *Texas Government Code, Title 5, Subtitle A, Chapter 551, Section 551.071*
 - I. 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

August 26, 2024

Open to the Public

Regular Meeting: 5:30 P.M.

Board of Trustees Members Present: Carol Hafer; Tammi Cauthen; Christina Watson; Larry Vickers
Also Present: Erica Richardson, Executive Director
Others Present: Kristen Cathey (Staff), Miranda Bauer (Staff)

- I. **Call to Order** - Carol called this regular board meeting to order at 5:30 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, July 29, 2024
Christina motioned to approve the meeting minutes from July 29, 2024. Larry 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 July 2024 including meetings attended, District business conducted, and programs presented.
Erica presented the library reports for July 2024.

July 2024 Library Report

Library Visitors	10,831
Total Items checked out	12,434
Library Card Holders	14,682, New 221
Technology	Computer 747, Wi-Fi Sessions 734
Study Rooms	Conference Room 84, Booths 88
Volunteer Hours	321
ILL	Received 57, Shipped 52, Patrons 22
Digital Library Resources	4,831
Maker Space Visitors	Laser 86, 3D prints 36
Total Programs	Adult 13, Youth 59
Program Attendance	Adult 342, Youth 2,748
Social Media Followers	Facebook 4,369, Instagram 822
Social Media Posts	Facebook 77, Instagram 25

- B. Treasurer Report of financial status of the District as of July 31, 2024, including income and expenditures. Tammi read the July 2024 Treasurer’s Report.

July 2024	
Sales Tax	170,945.56
Grants	(17.3)
Fines, Fees, Royalties	44.25
Library Sales	1,498.72
Donations/Gifts	2,700.00
Interest from Bank Accounts	1,793.24
Interest from TexPool	6,801.38
Capital Campaign Contributions	0.00
Total Income	184,161.79
Total Expenses	(217,101.86)
Net Income	(32,940.07)
Balance Brought Forward for Month	506,751.05
Bank Adj’d Balance + TexPool	1,828,453.90
Bank Unreported Transactions	(141,086.04)

Christina motioned to approve the Treasurer’s Report for July 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 July 31, 2024. Larry read the July 2024 Investment Report.

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

V. **New Business**

- A. Consider 2024 Merit Bonus – Carol motioned to approve the 2% 2024 Merit Bonus. Christina seconded the motion. All ayes confirmed motion approval.
- B. Consider FY25 Budget – Carol motioned to approve the FY25 Budget including the 3% COLA. Larry seconded the motion. All ayes confirmed motion approval.
- C. Consider the use of recordings during the board meetings – Tabled for the next meeting.
- D. Update on bank accounts including Samantha Young’s confirmed removal – Erica presented the Board with an update confirming the removal of Samantha Young from all bank accounts.
- E. Consider BLD as a founding member of American Association for Special Districts (AASD) – Carol motioned to approve BLD becoming a founding member of American Association for Special Districts (AASD). Larry seconded the motion. All ayes confirmed motion approval.
- F. Consider creating a Building Committee – The Board discussed and agreed Christina, Larry and Erica will make up the building committee, with options for adding interested public.
- 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 6:28 p.m.

Carol called to move out of executive session at 6:40 p.m.

H. Executive Session pertaining to consultation with attorney *Texas Government Code, Title 5, Subtitle A, Chapter 551, Section 551.071*

Attorney not present

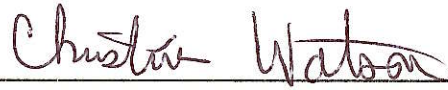
I. Executive Session pertaining to real property issues *Texas Government Code, Title 5, Subtitle A, Chapter 551, Section 551.072*

Carol called to move into executive session at 6:41 p.m.

Carol called to move out of executive session at 6:56 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 7:01 p.m.



Reviewed/Corrected/Approved
Christina Watson, Board Secretary