

MINUTES
BENBROOK LIBRARY DISTRICT
BOARD OF TRUSTEE
August 24, 2020
Benbrook Public Library
1065 Mercedes Street
Benbrook, Texas 76126

This meeting was held virtually, via videoconference hosted on ZOOM
Regular Meeting at 6:30 pm

Members Present: Roy "Corky" Baird; Carol Hafer; Rachel Moore; Larry Vickers

Also Present: Steve Clegg and Guests Larry O'Flinn and Samit Patel

I. Call to order:

Carol called the board meeting to order at 6:37 pm.

II. Public Comment:

Carol stated that there were guests attending the meeting, and so she asked if there was any public comment. There was none.

III. Meeting Minutes:

Carol introduced meeting minutes as next topic. Rachel and Larry were asked if they had reviewed the minutes. After further review, Rachel made motion to accept July meeting minutes as presented. Larry seconded this motion and motion carried unanimously.

IV. Reports:

A. Library Director:

Carol asked if there was anything that Steve would like to point out to everyone. Steve explained that the topics of this month's report are primarily migration, virtual program activity, and trustee candidate applications.

At this point, Carol commented how glad she is to see the STEM Coordinator reaching out to people.

Steve mentioned eRate reimbursements for network connections and internet has come in and has been classified as grants.

Carol asked if there were any comments about the Library Director report. There being no further discussion, meeting proceeded.

B. Investment Officer:

Carol stated that although the Investment Officer was not in the meeting yet, the report has been sent for all to see. Everyone agreed that money from the state is still healthy.

C. Treasurer's Report:

Rachel presented the July Treasurer's reports:

Sales Tax	130,633.06
Grants	20,490.73
Fines, Fees, Royalties	163.62
Library Sales	439.31
Donations/Gifts	450.50
Interest from Bank Accounts	84.69
Interest from TexPool	213.25
Total Income	152,475.16
Total Expenses	(104,667.59)
Net Income	47,807.57
Balance Brought Forward for Month	568,484.93
Bank Adj'd Balance + TexPool	1,742,492.22
Bank Unreported Transactions	(83,197.12)

Carol asked if there were any questions or comments regarding the Treasurer's report. There was none.

V. Old Business:

A. Consider ILS vendor reassignment from MetrOPAC-based Polaris:

Data extraction continues to be the wild card in BLD's reassignment from MetrOPAC, Steve offered. There is a new set of charges for the exit services. Steve reminded everyone that BLD has already paid for the extraction fee. FW Library has been asked to hold that check until they are ready to invoice BLD. There will be an additional \$5,200 fee for removal of BLD's patron profiles. An addendum to the agreement had to be created and Steve received it today, August 24th. It will be hard for us to get this done by November 16th, Steve explained. There is a contingency plan for BLD to try and pull the patron data.

Steve further explained that people from ByWaters are planning a live demonstration of the Koha product to several of BLD's former partners in MetrOPAC. Steve mentioned that if the former partners are interested in re-constituting a consortium model, BLD would be agreeable to this.

At this point, Corky joined the meeting and Carol brought him up to date on what had been discussed.

Carol asked if there were any questions regarding old business. There was none.

B. There was no further old business.

VI. New Business:

A. Report by Kirk and Richardson on FY2019 audit:

Carol explained that this is postponed until next board meeting.

B. Design concept from OPC (O’Flinn-Patel Collaborative) Design Group:

Carol invited both Mr. O’Flinn and Mr. Patel to talk to the board about the Discovery Garden design concept. First Larry O’Flinn began by stating that he and Samit proceeded with a linear concept design after meeting with the board in February 2020. The plan is to get further input from the board in order to see where to go from here.

Steve screen-shared the color design plans while Mr. Patel presented some possible features such as – a gate as a celebrated entry to the Discovery Garden (which demonstrates what this garden is and allows kids to run free), raised planter beds possibly on casters, an active play area and possibly a splash pad. Samit explained that with the linear design they were able to subdivide into three sections and this will enable phasing, so that implementation can be spread out over time.

The active play area might include balance beams, logs, and music instruments appropriate for interconnectivity with nature. Samit further explained that there could be a gazebo for small groups or an amphitheater towards the back, with rustic benches. The pathway could be a fund-raising opportunity and the raised planter beds could be a community project. The shaded area with play elements could help kids eventually be able to play together. With the water turned off, the splash pad could also serve as another gathering place. Carol said the concept is beautiful and exciting. Carol also asked whether the garden could be started before anything is done about the parking. Mr. Patel explained that option 1 for Phase 1 could be the gazebo or option 2 for Phase 1 could be the trees and then pieces added as we go along. Samit mentioned that the added trees would be like a ceiling for the area and can be tailored to this unique space.

Carol mentioned how much she liked the walkway defining where adults will want to walk. Steve was also agreeable to the phasing option. Corky asked if there is something like this in the area which we could walk through. Mr. Patel offered that there are places which have various characteristics matching this garden. Larry said that this week or next he will get the names of possible places for trustees to visit.

One of the features trustees most liked about the Discovery Garden’s concept was the possible phasing of different sections. Carol said the idea of starting on the north end of the property and kind of moving toward the library is great. Samit mentioned that the trees also offer the opportunity for memorials and donations which generates excitement and ownership in the community. Everyone expressed their appreciation for their joining the meeting.

C. Resolution regarding the November general election:

Steve explained that for the upcoming November election there will be no trustees on the ballot as we have two candidates for the two open positions.

D. Adjusting signature authorities for BLD's bank accounts:

Steve explained that the change in signatory authorities must be included in the board minutes and then Carol will need to visit each bank. It was agreed that the addition of Carol to signatory cards should be for the Wells Fargo account, and both accounts at Pinnacle. Rachel moved to add Carol to two Pinnacle accounts and the Wells Fargo account. Larry seconded the motion. Carol called for a vote and all were in favor. Steve will contact Carol when she needs to visit the banks.

E. Consider privacy policy for BLD's mobile app and online interfaces:

Steve explained that Cullen wrote the policy and if there is no objection said policy should become part of BLD's permanent policies. Everyone concurred.

F. Consider contract with ByWaters Solutions for Aspen Discovery:

Steve described this product for the migration which allows BLD to have eBook online databases discoverable within the catalog. This has added value and Steve explained that this year's cost will be \$5K. Carol explained that she agrees mainly because we have had so many people concerned about what is happening at BLD. BLD will probably be better than before, and Carol wants to make that true for those who are concerned. This is a small cost for our patrons to be relieved about BLD's future. Discussion of recent experiences followed. Carol asked if there were any questions about this and opened the floor for a motion. Rachel made motion that the contract for Aspen Discovery be accepted and signed and Corky seconded the motion. All were in favor and signified with unanimous ayes.

G. Consider CloudLibrary (Bibliotheca) agreement:

Steve first explained that a start date had to be referenced in the agreement so 2017 was used. We are agreeing to spend 10% or 10K whichever is less. Steve explained this is a statewide consortium for eBooks. Carol read from the agreement which listed other libraries who are part of this group. Corky moved that we accept this agreement as discussed and Larry seconded the motion. All voted yes. Motion carried.

H. Preliminary budget for FY2021:

Steve explained that as in the past he anticipated expenses for August and September, and he will be able to make the figures "tighter" once we have actual August expenses. Steve further offered that a part of the preliminary budget includes merit bonuses. Steve provided a breakdown of 1%, 2% and 3% costs. Carol interjected that we have traditionally gone with 2%. Discussion followed. Carol asked if there were any further comments. Corky stated that he is happy with the library staff and is OK with the max. Rachel explained that she is good with 2%, which would likely not have to be scaled back in the future. Larry agreed with Rachel. Corky

moved that 2% for the staff evaluation bonus rate be accepted and Rachel seconded the motion. All signified their agreement with an aye vote.

At this point the meeting moved to Executive Session.

VII. Adjournment:

After Executive Session ended shortly after 8:00 pm, Corky made motion that meeting be adjourned, and Rachel seconded the motion. Motion carried unanimously.

Larry Vickers
Reviewed/Corrected/Approved
Larry Vickers, Board Secretary

BENBROOK LIBRARY DISTRICT

TREASURER'S REPORT

August 2020

Report Date: September 16, 2020

	GROSS INCOME:	End of Aug/Totals	Prior to Aug	Fiscal Year To Date		
	From:					
A	Sales Tax	140,359.41	1,312,673.40	1,453,032.81		
B	Grants/Donations/Gifts	0.00	20,490.73	20,490.73		
C	Fines, Fees, Royalties & Gifts	487.77	5,943.39	6,431.16		
D	Library Sales	271.96	7,322.34	7,594.30		
E	Donation/Gift Revenues	0.00	2,329.96	2,329.96		
F	Interest from Bank Accounts	87.43	598.14	685.57		
G	Interest from TexPool Account	181.20	10,570.79	10,751.99		
	Total Income	141,387.77	1,359,928.75	1,501,316.52		
H	EXPENSES:					
	Total Expenses	(130,052.41)	(1,106,873.47)	(1,236,925.88)		
I	NET INCOME:					
	After Expenses	11,335.36	253,055.28	264,390.64		
	BANK ACTIVITY & BALANCES REPORT FOR MONTH	Inputs	W/drwls	Pinnacle-Op	Wells Fargo	Pinnacle-Staff
J	Balances Brought Forward	619,199.78		481,617.47	134,867.47	2,714.84
K	Deposits/Credits & Interest	142,069.44		140,445.59	1,623.85	0.00
L	Checks/Withdrawals		(115,729.22)	(113,855.15)	(673.71)	(1,200.36)
M	Transfers to TexPool		0.00	0.00	0.00	0.00
N	Cleared Balance	645,540.00		508,207.91	135,817.61	1,514.48
O	Bnk Unrpted Expds + New Transactions (EOM)		(94,031.12)	(94,031.12)	0.00	0.00
P	EOM Adjusted Current Balance	551,508.88		414,176.79	135,817.61	1,514.48
	TEXPOOL ACTIVITY: INVESTMENT & WITHDRAWLS	Inputs	W/Drwls			
Q	Balance Brought Forward	1,206,489.56				
R	Transfer to TexPool (This Month)	0.00				
S	TexPool Interest (This Month)	181.20				
T	Transfer from TexPool (This Month)		0.00			
U			0.00			
V	Current Balance	1,206,670.76				
W	Reserve Fund		250,000.00			
X	Bldg Fund = Curr Bal - Res Fund	956,670.76				
Y	Total Balance = Bank Adj Bal + TexPool Curr Bal	1,758,179.64				

Agenda Item IV. A.

Library Report

Library Board Meeting August 18, 2020

Administration

Legal, Governance, & Policy

- 7/23-24/2020 Library Director and Investment Officer attended Public Funds Investment Act training
- 7/29/2020 Administrative Assistant submitted Order of Election to Tarrant County Election Administration for the November general election
- 8/17/2020 Candidate application filing window for November election closed at 5pm; window for write-in candidates closes 5pm August 24th
- 8/18/2020 Adult Services Librarian drafted privacy policy.
- 8/18/2020 Adult Services Librarian amended interlibrary loan policy to account for necessary changes related to leaving the MetroPAC consortium.
- 8/20/2020 Library Director working with auditors to complete FY2019 audit.

Personnel & Training

- 7/27-31/2020 Library Director hospitalized for non-COVID related issue with anticipated month required for basic recovery
- 8/1/2020 STEM Coordinator attended FIRST Lego League Coaches Meeting and Training on Zoom
- 8/11/2020 Library Director attended post-op appointment and received return to work letter
- 8/12/2020 STEM Coordinator attended Hootsuite Social Media Webinar
- 8/13/2020 STEM Coordinator attended Sphero Webinar
- 8/18/2020 Adult Services Librarian attended training for developing and managing collections in cloudLibrary, a new ebook/audiobook platform that will be made available to library patrons early in FY2021.

Facility & Equipment

- 8/7/2020 Benton Plumbing replaced outside water spigots; several were already leaking and it was likely the remaining ones would soon, due to decaying rubber o-rings. Library was closed one-half day due to water turned off (no public restrooms)

Grants & Projects

- 7/14/2020 Library Director received notice from Universal Services Administrative Company (USAC), Schools and Libraries Division (SLD) of approved reimbursement of \$11,109.41 for Tier 1 funding from the federal E-Rate program for increased internet bandwidth connectivity from FY2019
- 7/21/2020 Library Director received notice from Universal Services Administrative Company (USAC), Schools and Libraries Division (SLD) of approved reimbursement of \$1827.72 for Tier 2 funding from the federal E-Rate program for additional network switches installed from FY2019

Vendors & Contractors

- 7/30/2020 CE Librarian contacted ByWaters Solutions about adjusted timeline regarding data extraction.
- 8/5/2020 Library Director attended telephone meeting ByWaters Solutions regarding migrating data from Fort Worth administered Polaris to Koha automation system

- 8/7/2020 CE Librarian worked with Communico to help find solutions for forms and easier processes with the website. Also continued conversation on migration with Koha, and any possible issues.
- 8/11/2020 CE Librarian set a new training schedule for Bywaters regarding the new timeline.
- 8/16/2020 Library Director received modified migration plan from Bywater Solutions

Community & Outreach

- 7/24/2020 CE Librarian accepted 22 boxes of donations from patron moving to assisted living. Worked with the Friends on getting them priced and moved out of boxes and into Friends shelving. Still not able to accept other donations due to overflow.
- 7/31/2020 CE Librarian picked up marketing turnstile from Pinnacle Bank that was donated to us.
- 8/5/2020 CE Librarian met with Westpark and BMHS administration concerning our hotspots and possible partnering with Benbrook students as well as continued teacher poster printing.

Partnerships & Associations

- 7/30/2020 Library was notified by Fort Worth Library of advanced timeline to phase out of service. Suspensions of services by Benbrook and MetrOPAC cardholders becomes effective August 10, 2020.
- 8/10/2020 Librarians posted announcement describing suspension of services on the library's website and social media. Library Director created and posted dedicated email address to be responsive to public reactions. Librarians responded to Facebook comments and Library Director responded to all who emailed the director@benbrooklibrary.org address. Community discourse then moved to NextDoor. Due to NextDoor policy, it is inappropriate for library to conduct its business on that platform, so comments were not answered. Several calls were placed by interested individuals to the City of Benbrook.
- 8/18/2020 Library Director received Statement of Work from, Fort Worth Library describing data extraction and exit services to be performed by Innovative/Polaris in preparation for removal from MetrOPAC automation system. No timeline for Benbrook Library to receive its data has been defined.

Programs & Services

Adult Services Librarian

- 7/21/20 Writing Critique Group (Zoom)
- Attendance: 3
- 7/26/20 Adult Storytime (recorded YouTube video, posted on Facebook)
- 98 views, 67 reactions, 22 comments, 5 shares
- 7/27/20 Yoga Class (Zoom)
- Attendance: 4
- 7/28/20 Different Pages Book Club (Zoom)
- Attendance: 2
- 7/30/20 Game Night (Zoom)
- Attendance: 4
- 8/6/20 Bent Corners Book Club (Zoom)
- Attendance: 15
- 8/10/20 Yoga Class (Zoom)
- Attendance: 4
- 8/11/20 Mindfulness Session (Zoom)

8/18/20 • Attendance: 0
Writing Critique Group (Zoom)

- Attendance: 4

7/21/20-8/19/20 Projects & Noteworthy Actions

- Concluded "Summer Reading Scramble" online adult summer reading program (34 participants)
- Prepared plan to adapt interlibrary loan to operate in a revised way on a larger scale in response to departure from MetrOPAC consortium

Youth Services Librarian

There were 180 participants in the 2020 Summer Reading Program with a total of 6209 books read.

The Youth Services Department is continuing with curbside crafts, packets, and early literacy handouts.

The department has been working on collection development and ILL transition.

Date	Program	Reached	Engaged
17-Jul	Mermaid and Pirate	373	31
19-Jul	Summer Reading Bingo	361	11
20-Jul	Move and Shake	360	30
21-Jul	Craft Video	504	62
22-Jul	Bilingual Storytime	322	17
23-Jul	Storytime	253	26
23-Jul	Performer- Critterman	234	5
24-Jul	Fun Frida- Summer Packet	361	24
26-Jul	Summer Reading Bingo	426	17
27-Jul	Move and Shake	377	39
28-Jul	Craft Video	414	32
29-Jul	Fairy Tale Escape Room	362	30
30-Jul	Storytime	334	21
1-Aug	Summer Reading Final Post	543	14
3-Aug	Move and Shake	321	27
4-Aug	Craft Video	349	23
5-Aug	Teen Bee Bag	801	62
6-Aug	Storytime	326	22
7-Aug	Friday Kid Yoga	343	10
10-Aug	Move and Shake	479	45
11-Aug	Craft Video	243	7
12-Aug	Bilingual Storytime	344	26
13-Aug	Storytime	302	23
17-Aug	Move and Shake	381	33
18-Aug	Craft Video	313	23

Community Engagement Librarian

7/28/2020 Worked on budget for FY21 regarding programming.

- 7/28/2020 Updated website with meeting materials and vendor links.
- 8/6/2020 Created Knit Kits to hand out to adults as a take away craft.
- 8/7/2020 Consulted with other Librarians to handle the messaging regarding the new timeline of the MetrOPAC withdrawal – including the website, social media, printed copies, and physical posters in the library.
- 8/7/2020 Created new webpage with information on the MetrOPAC withdrawal including key documents to help answer questions for patrons.
- 8/10/2020 Updated all printed materials and the website for updated MetrOPAC information.

STEM Coordinator / Instructional Design

- 8/20/2020 Maker Monday: Fort Worth Nature Center
3 likes, 2 comments, 429 people reached, 29 engagements
- 7/28/2020 First Lego League Watch Party announcement:
36 views, received two emails wanting more information. 5 Likes, 1 love, 1 share, 407 people reached.
- 8/3/2020 First Lego League Watch Party announcement:
30 Views, 300 people reached, 8 engagements
- 8/4/2020 First Lego League Watch Party on Zoom. Kick off to the new season
5 participants, with 2 new people for this new season.
- 8/10/2020 Maker Monday: National Geographic Robotics Programming App. With a matching robot craft that was out on the tables for curbside.
4 likes, 1 love, 5 comments, 375 reached, and 34 engagements.
- Currently* Meeting with Robotics Team members and volunteer to kick off the season of Lego League. All materials received.
- Future* Preparing to launch a STEM Book club in September.
- 7/20/2020-
Present Makerspace stats have increased since last month's report. 17-3D printer, 18-Laser Engraver, 7-Poster Printer, 2-Cricut Maker for a total of 44 People reserving the Makerspace equipment.