

MINUTES
BENBROOK LIBRARY DISTRICT
BOARD OF TRUSTEE
March 16, 2020
Benbrook Public Library
1065 Mercedes Street
Benbrook, Texas 76126
Regular Meeting at 6:30 pm

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

Also Present: Steve Clegg;

I. Call to order:

Carol called meeting to order at 6:30 pm.

II. Public Comment:

Carol noted that there was no representative of the public joining them tonight.

III. Approval of Meeting Minutes:

February meeting minutes were reviewed. Carol asked if any comments. Larry proposed that the minutes of February 17th meeting be accepted as is. Rachel seconded motion and indicated that we do need to remove Christina's name as secretary. Carol asked for all in favor to signify by an aye. Motion carried.

IV. Reports:

A. Report from Library Director.

While trustees reviewed Steve's report, he mentioned that he has a request for reimbursement for signature.

At this point Carol asked if there has been any slow-down in patron attendance at BLD. Steve explained that patron numbers haven't changed very much but attendance at programs has slowed. Steve further offered that the "counter" indicated 336 people entered the building so far today.

Carol asked if there are any questions about the director report. Steve explained that he had a couple of meetings with schools regarding "site-based" things. However, the most recent meeting was cancelled, and he thinks the meeting scheduled for March 26th will also be cancelled.

B. Investment Officer Report for February 2020 was given by Corky, who pointed out that BLD has a sizeable surplus this month due to a spike in the state money. BLD continues to do well.

Carol thanked Corky.

C. Treasurer's report for February was verbally given by Rachel as follows:

| | |
|------------------------------|--------------|
| Sales Tax | 146,439.07 |
| Grants | 00 |
| Fines, Fees, Royalties | 1,163.64 |
| Library Sales | 1,083.66 |
| Donations/Gifts | 38.30 |
| Interest from Bank Accounts | 47.87 |
| Interest from TexPool | 1,520.19 |
| Total Income | 150,292.73 |
| Total Expenses | (94,108.66) |
| Net Income | 56,184.07 |
| Bank Adj'd Balance + TexPool | 1,591,123.71 |
| Bank Unreported Transactions | (55,279.20) |

Carol asked Steve about Library Sales. Steve explained that BLD is without a sales tax permit. An application has been sent to the State Comptroller's office.

V. Old Business:

A. Updating authorized signers for TexPool account.

Steve explained that Corky remains the primary on this account and Carol and Rachel were added and they may also move funds. Robert Christensen was removed from the signers.

B. Records Management Policy

At last trustee meeting Larry had mentioned checking pricing of other record storage services. Steve clarified that BLD has a contract with Texas State Library and Archives Commission (TSLAC). BLD has only a dozen boxes to store, so at this time TSLAC is the appropriate agency to be entrusted with BLD's records.

Rachel moved that we accept the Records Management policy as is and Larry seconded the motion. Motion carried and policy was signed.

VI. New Business

A. Appoint a trustee to serve the remainder of vacant term.

Steve explained that one person applied, and we also have a previous trustee, Anita Mitchell who is willing to complete this term. After discussion everyone agreed that Anita is the best person to complete the term. Since there will be an election in the fall, the additional applicant could run at that time.

Corky moved that Anita Mitchell be appointed as interim trustee and Rachel seconded the motion. All in favor signified with aye and the motion carried.

B. Appoint Board Secretary.

Corky made motion that Larry Vickers be installed as board secretary. Everyone was in favor.

C. Building interior painting project.

Steve began discussion with an explanation that he chose Southern Painting for this project as they have done projects for the library in the past and they are willing to make adjustments to their scheduled painting to comply with COVID-19 restrictions.

Discussion ensued regarding the large meeting room and additional work to be done there.

Carol asked if there was any more discussion. Larry made motion that the bid from Southern Painting be accepted as is and Rachel seconded the motion. All signified their favor.

D. Holiday hours adjustment.

As part of meeting materials Steve proposed holiday hours adjustment due to upcoming holidays falling on Friday and Saturday. Namely July 4th is on Saturday this year and Christmas Day falls on a Friday.

In addition, Larry mentioned that BLD should also close at noon on Christmas Eve. Discussion followed. Carol asked if there were any further comments. Steve asked if we are tabling the hours and Larry proposed that the amended hours be changed to include closing at noon on Christmas Eve. Rachel seconded and motion carried.

Then Rachel offered a motion that the newly amended hours be accepted. Corky seconded this motion and it carried.

E. Cyber security training.

Steve clarified that this is a requirement for Texas library districts. Anyone on staff who spends at least 25% or more of their time on a PC must complete the security training and the online test. Steve offered the results of employee testing. Every board member is required to sign the documentation certifying BLD employees have complied.

F. Carol introduced the subject of BLD's annual report to TSLAC. There are no changes since last time trustees reviewed the report. Steve explained that if TSLAC has corrections the report will come back to the board for further review. This report gives BLD accreditation and indicates the maintenance of BLD's efforts. Carol signed the report and Steve will email it.

G. Upgrade water fountain to include a bottle filler.

Everyone agreed this is a great idea. Steve offered the fact that the cost is within budget.

H. Subscription to Patron Point.

Steve explained that this is marketing suggestion that he has wanted for BLD for years. Using available info marketing to library patrons would be customized. For example: A patron who doesn't have children would not receive announcements about children's programs. The program can be segmented. Steve attended a Patron Point webinar and further offered that this tool could be used to publicize the library's need for applicants to Friends of the Benbrook Library. When Steve attended the most recent Friends meeting, he proposed that the Friends share Patron Point cost with BLD. (40%) Carol said that marketing the library's services in this way makes sense. There are services the library provides that people aren't aware of. Carol asked if the funds for Patron Point are within budget. Steve explained that this expense would require additional funds as it wasn't budgeted for.

Steve also clarified that Fort Worth Library (FWL) insists that we contact them, if there's anything we plan to connect with Polaris. Steve has sent a message asking that the FWL determine the feasibility of BLD acquiring Patron Point. Carol asked if we are going to need to wait to make this purchase. Steve explained that the PLANT pricing expires on March 27th. Steve will email the demo to trustees. The commitment is for one year so BLD's first enrollment would be for a year and one-half because of the remaining April – Sept. period.

Larry made motion that BLD accept Steve's recommendation of purchasing Patron Point and Corky seconded the motion. Motion carried.

I. Other New Business - Virus response measures:

Discussion followed regarding the extent that BLD can continue to serve the Benbrook community. Carol suggested limiting hours and Corky said BLD should err on the side of caution. Carol mentioned that the FWL is shutting down completely and Steve added that this means no truck delivering MetroPac items.

Steve has a PLANT list of libraries closing and some who have the space allow patrons the use of PCs in enclosed rooms. Discussion followed regarding concern for keeping staff safe and still offering reduced services.

Also discussed books being quarantined. Carol said she was really committed to BLD staying open. Larry explained that he thinks patrons will accept the closure. It may only be for 15 days according to the news. Steve confided that with a complete closure of BLD the professional staff can be an online presence. Steve talked with lawyers regarding hourly employees and an on-call status. Corky offered that until the dust settles BLD will have to make decisions on an ad-hoc basis. A largest part of call volume presently is people asking if BLD is open. Rachel interjected that there are patron options -- story time online or even sitting in their car to access BLD WiFi. Steve mentioned that BLD could purchase more hotspots. We have 30 and they're in high demand. Steve offered that some sort of curb service could be devised, although we do not want to take heroic measures.

Generally, if we are closed, staff would be asked to stay away. BLD closes for the benefit of everybody. Steve offered that BLD will return bigger and better than before. Corky made motion that the library close until April 1. Everyone agreed that it should be emphasized that

this is pending further notice. Rachel seconded Corky's motion and motion carried.

Steve would prefer a couple of trustees be available to consult with him regarding closure and procedures. Carol and Larry volunteered to be available to Steve for any decisions which need to be expedited during Covid 19.

VII. **Adjournment:**

Corky made motion that this meeting be adjourned. Larry seconded and motion carried.

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

BENBROOK LIBRARY DISTRICT

TREASURER'S REPORT

March 2020 - Corrected

Report Date: 5/27/2020

| | GROSS INCOME: | End of Mar/Totals | Prior to Mar | Fiscal Year To Date | | |
|---|--|------------------------------|-------------------------|--------------------------------|--------------------|-----------------------|
| | From: | | | | | |
| A | Sales Tax | 116,098.26 | 642,219.16 | 758,317.42 | | |
| B | Grants | 0.00 | 0.00 | 0.00 | | |
| C | Fines, Fees, Royalties & Gifts | 664.09 | 4,880.92 | 5,545.01 | | |
| D | Library Sales | 808.20 | 6,008.83 | 6,817.03 | | |
| E | Donation/Gift Revenues | 8.16 | 717.30 | 725.46 | | |
| F | Interest from Bank Accounts | 61.52 | 237.70 | 299.22 | | |
| G | Interest from TexPool Account | 1,026.29 | 8,390.82 | 9,417.11 | | |
| | Total Income | 118,666.52 | 662,454.73 | 781,121.25 | | |
| H | EXPENSES: | | | | | |
| | Total Expenses | (99,664.71) | (565,114.27) | (664,778.98) | | |
| I | NET INCOME: | | | | | |
| | After Expenses | 19,001.81 | 97,340.46 | 116,342.27 | | |
| | BANK ACTIVITY & BALANCES REPORT FOR MONTH | Inputs | W/drwls | Pinnacle-Op | Wells Fargo | Pinnacle-Staff |
| J | Balances Brought Forward | 441,117.02 | | 315,083.04 | 126,033.98 | 1,834.75 |
| K | Deposits/Credits & Interest | 117,733.54 | | 116,157.84 | 1,575.70 | 0.00 |
| L | Checks/Withdrawals | | (93,289.90) | (91,661.53) | (257.26) | (1,371.11) |
| M | Transfers to TexPool | | | 0.00 | 0.00 | |
| N | Cleared Balance | 467,395.41 | | 339,579.35 | 127,352.42 | 463.64 |
| O | Bnk Unrptd Expds + New Transactions (EOM) | | (127,006.39) | (126,905.93) | (100.46) | 0.00 |
| P | EOM Adjusted Current Balance | 340,389.02 | | 212,673.42 | 127,251.96 | 463.64 |
| | TEXPOOL ACTIVITY: INVESTMENT & WITHDRAWLS | Inputs | W/Drwls | | | |
| Q | Balance Brought Forward | 1,204,309.59 | | | | |
| R | Transfer to TexPool (This Month) | 0.00 | | | | |
| S | TexPool Interest (This Month) | 1,026.29 | | | | |
| T | Transfer from TexPool (This Month) | | 0.00 | | | |
| U | | | 0.00 | | | |
| V | Current Balance | 1,205,335.88 | | | | |
| W | Reserve Fund | | 250,000.00 | | | |
| X | Bldg Fund = Curr Bal - Res Fund | 955,335.88 | | | | |
| Y | Total Balance = Bank Adj Bal + TexPool Curr Bal | 1,545,724.90 | | | | |