

**MINUTES**  
BENBROOK LIBRARY DISTRICT  
BOARD OF TRUSTEE  
September 21, 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; Anita Mitchell; Rachel Moore; Larry Vickers

Also Present: Steve Clegg and Guest Sandhya "Sandy" Magar of Kirk & Richardson

**I. Call to order:**

Carol called the board meeting to order at 6:35 pm.

**II. Public Comment:**

Carol asked if there was any public comment. There was none.

**III. Meeting Minutes:**

Carol introduced meeting minutes as next topic and asked if everyone had a chance to review the minutes. There were no comments about the minutes and Rachel made motion to accept August meeting minutes as presented. Corky seconded motion and all were in favor.

**IV. Reports:**

**A. Library Director:**

Steve began by asking if anyone had questions or comments regarding the report sent to them. Carol stated how glad she is to see all the activities continuing and nice attendance as well.

Steve explained that BLD has one staff member who presented as Covid positive and we have reacted to this by closing and having a disinfecting crew come in. Employees who were in contact with said individual were also tested for Covid and everyone has tested negative.

Steve happily reported BLD has patron data from FW and BLD is on the calendar for a second data extraction as we get closer to the go-live date.

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

**B. Investment Officer:**

Corky reported that the August report is standard. BLD still has a surplus and is in a good situation financially.

C. Treasurer's Report:

Rachel presented the August Treasurer's reports:

Sales Tax	140,359.41
Grants	00
Fines, Fees, Royalties	487.77
Library Sales	271.96
Donations/Gifts	00
Interest from Bank Accounts	87.43
Interest from TexPool	181.20
Total Income	141,387.77
Total Expenses	(130,052.41)
Net Income	11,335.36
Balance Brought Forward for Month	619,199.78
Bank Adj'd Balance + TexPool	1,758,179.64
Bank Unreported Transactions	(94,031.12)

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

V. Old Business:

A. Consider design concept from OPC Design Group:

Carol asked for any discussion. Steve commented how great it is that some of the design aspects lend themselves to be developed independently of each other. Carol agreed that there were excellent design ideas. Everyone concurred that at this point there is nothing that must be reported to the design group. Steve explained that he has told OPC that even if BLD moves the design could be adapted to new property.

B. There was no other old business.

VI. New Business:

A. Report by Kirk and Richardson on FY2019 audit:

Steve introduced Sandy Magar, BLD's auditor from Kirk & Richardson's firm. Sandy began the report by thanking the board for letting Kirk & Richardson continue to be BLD's auditor. Sandy resumed by mentioning that there were no significant findings. The budget has been discussed in the past and the fact that adjustments need to be made before the close of fiscal year to prevent overages as large as 104K. Sandy stated that there were no findings on the financial statements and as of 2019, the district was in good standing. She also mentioned that if

anyone has questions after receiving the audit report, they should feel free to call her. Trustees agreed to meet again before the end of September about budget adjustments.

Carol expressed appreciation for Sandy's suggestions and for her attendance at the board meeting.

- B. A corrected copy of the July Treasurer's report was provided to all trustees.

- C. Consider FY2021 Investment Policy:

Steve explained that this is the same Investment Policy as previous, with new dates. Carol opened the floor for a motion, so Anita moved that the 2021 Investment Policy be approved as presented. Larry seconded and motion passed with all in favor.

- D. Consider Association of Community Library Districts Memorandum of Understanding pertaining to hiring of a lobbyist to protect the interests of library districts:

Steve explained that before every legislature session a lobbyist is hired specifically to protect BLD and other library districts and look out for legislation which may impact library districts. Rachel made motion that BLD join the other library districts in hiring a lobbyist. Anita seconded the motion and it passed unanimously.

- E. Consider purchase of five computer booths for public access computers

Steve proceeded to explain the situation with computers now and the plan for possible computer "pods" for individual use. These are 4K each and there is an assembly and installation charge, so the plan is to ask staff members to do the assembling. Corky asked if the estimate of cost includes electric and cabling. Steve answered that it does not and agreed that he will have to contact an electrician regarding outlets handling the load. Steve further explained that the pods are a clean-focus package which has HEPA filters and UVC lighting. Carol asked if the UVC feature is an additional cost. Steve answered that it is \$1,000 more and the total for 5 would be \$26,656. Discussion followed regarding pros and cons of this purchase.

Corky made motion that BLD proceed with the purchase of 5 of the pods. Motion failed. Larry asked when delivery could be expected. Steve said it is 3-4 weeks. Larry then broached the subject of the size of the pods and likened it to sitting in a Gemini capsule. Larry suggested that 2 or 3 pods would be sufficient, since we do not know how they will be received by the public. Anita asked about ADA compliance and whether the hallway will be compromised.

The resulting **action items** are: Steve to talk with fire marshal about having the pods in the hallway and to contact the company regarding a quantity discount and delivery date.

- F. Consider proposed FY2021 Budget:

Carol asked Steve to talk the trustees through the proposed budget. Steve began by telling trustees that Revenue for 2019/2020 was 1.5 million so that is the proposed revenue for 2020/2021. Discussion followed by budget line item. Among items discussed was the Library Collection Budget which will be 10-12% of the total. Steve explained the plan for an Assistant

Director position as well. Discussion followed regarding duties and exposures. Carol said that BLD has excellent employees and we should reward them. Corky asked if BLD has looked at any surveys regarding salaries for library employees. Has the market changed very much? Corky also agreed that we have good people. Carol asked if there were any other comments about budget or about salaries. Carol stated that people in the community and elsewhere always comment how impressed they are with BLD.

Carol opened the floor for a motion. Corky made motion that the budget be accepted as presented and Rachel seconded the motion. The motion carried.

At this point Carol asked about the newsletter intended for Benbrook public. Steve explained that the process for ILLs is being streamlined. Steve continued explaining that BLD needs to understand thoroughly before it is written about in the newsletter. Steve would also like the Friends to have a presence in this newsletter issue. Steve said the Patron Point marketing tool could also be beneficial regarding the newsletter. Carol said she hopes the public realizes how great ILLs are and she has been very pleased when she utilizes it herself. However, ILLs do not include new books. Steve mentioned that BLD is increasing its holdings for that reason. Steve further offered that Erica had the idea that if Fort Worth community members become Friends of the Library then they can have resident cards at BLD. That fact will be mentioned in the newsletter as well. We will also add it to the October meeting agenda.

G. Consider Covid response measures:

Steve explained that since BLD had a Covid positive staff member and we did not have a policy in place, one had to be written. Steve conferred with Benbrook's Assistant City Manager as well as TOSE (BLD's contracted legal firm) to establish Covid incident measures. The legal firm was concerned about what triggers the Family and Medical Leave Act and any exposure to liability. If an employee must be furloughed, they go on unemployment and then may come back to the job. We needed to have this in writing. About the recent case, that person was cleared to work from home, if able.

Those employees who work closely with the staff member arranged to be tested as well. Everyone tested had a negative result. BLD also had a disinfecting crew come in. Further measures are requiring masks and the library supplying disinfecting wipes and gloves for staff.

Erica and Cullen also reviewed the proposed policy. Carol said she likes this, and it seems to cover everything. Carol asked does anyone have a question about this incidence response? Larry Vickers commented that the policy was well done.

Carol commented that the governor is now specifying that businesses may allow 75% of the building's capacity. Carol also asked if there was any other conversation. Corky said "good systems are designed, and great ones evolve." Rachel made motion that the Covid Incident Response Policy be accepted as presented and Anita seconded the motion. All agreed. Carol said it passes.

H. Consider FY2021 Library Director Employment Agreement:

Corky thanked Steve for his thoroughness and patience. Corky made motion that BLD move

forward with the employment agreement. Rachel seconded the motion. Motion carried.

At this point Steve notified the signatories for the Wells Fargo account, Rachel and Carol that all signatories must be there at the same time. Carol, Rachel, and Steve then talked about when they are available to meet at the bank.

**VII. Adjournment:**

At 8:12 pm Anita made motion that the meeting be adjourned and Corky seconded the motion. Motion carried unanimously.

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

**MINUTES**  
BENBROOK LIBRARY DISTRICT  
BOARD OF TRUSTEE  
September 28, 2020  
Benbrook Public Library  
1065 Mercedes Street  
Benbrook, Texas 76126  
**This meeting was held virtually, via videoconference hosted on ZOOM**  
Special Called Meeting at 6:30 pm

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

Also Present: Steve Clegg and David McClellan of Friends of the Library

**I. Call to order:**

Carol brought this specially called board meeting to order.

**II. Public Comment:**

Public comment is welcome at the beginning of open meetings and at the time the pertinent agenda item is presented. The library board president may impose a time limit for each speaker.

**III. Old Business:**

A. Consider corrected Treasurer's Report for July 2020:

Steve presented the revised report and Carol asked if there were any comments from the trustees. There was none.

B. Consider proposed FY2021 budget:

Steve presented one amendment to the fiscal year 2021 budget, which was presented at the September 21<sup>st</sup> meeting. Steve explained the budget impact is \$1,498, increasing the hourly rate for two additional Library Assistants from \$15.99 to \$16.47. Corky made motion that the amendment as presented be approved, and Larry seconded. All agreed. Motion carried.

C. Consider purchase of TalkBox Booths for public access computer use:

As this proposed purchase was on the agenda for September 21<sup>st</sup> board meeting, Carol asked if there was any further discussion about this. Is everyone comfortable with purchase of three rather than five, Carol asked? Corky asked if perhaps BLD should go ahead with the wiring for two additional booths to save money in the future. Steve explained that the network drop is around the corner from placement of the booths and George will be able to run cord along the baseboard. Steve said that we will make do with what we have. If we should need more booths later then an additional network will need to be installed. Rachel moved for BLD to proceed with purchase of three TalkBox booths. Corky seconded the motion and three people voiced their approval. Carol stated that these will be an interesting addition to the system.

D. There being no further old business the meeting proceeded to New Business.

**IV. New Business:**

A. Consider FY2020 Budget Adjustment:

Steve presented a document outlining Budget Adjustments as discussed on September 21, 2020 board meeting. These adjustments for fiscal year-end 2020 include the TalkBox purchase. Carol asked if there were any questions about the adjustments. There was no further discussion.

B. Consider provision to enable Friends to offer a membership rate that enables non-resident members to qualify for resident cardholder privileges:

Steve explained that this privilege needs to be defined and in place so that it can be included in the upcoming newsletter. It will mainly benefit the neighborhoods of Ventana and Skyline Ranch because they are not within Benbrook city limits. This suggestion (from Erica) is a provision whereby people who have been utilizing FWL can get Benbrook resident library privileges. Steve also made everyone aware that the privileges would enable patrons to access Hoopla, which is charged by the click. These patrons would also be allowed to borrow hotspots, laptops, and Library of Things items.

The Friends will define the membership fee. David McClellan offered that it will be \$20 per family per year. David further explained that he has searched the web and found no precedent for this type of offer. In fact, some libraries have a hefty fee for non-residents. The privilege is not perpetual. If it does not work, then it is only for one year. Carol summarized that basically what we are doing here is giving back privileges to people who are already coming into BLD. We also understand that these neighborhoods are going to grow. Carol thinks a nominal fee is practical. Carol then asked David what the present fee is for a family. David answered that it is \$20 so there is no disparity there. Carol also asked what if they do not want to join the Friends but do want to borrow things like hotspots or laptops. Steve explained that we do not have a provision for that situation. Corky suggested maybe there could be a charge for those items and ask if there needs to be a motion. Steve said that if everyone agrees this will be a way to recognize our "service" zone patrons. Carol commented that she likes that idea and is it OK with everyone. There was no further discussion.

**V. Adjournment:**

At this point, Rachel made motion to adjourn. Larry and Corky seconded the motion and it passed.

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

**BENBROOK LIBRARY DISTRICT**

**TREASURER'S REPORT**

September 2020

Report Date: October 15, 2020

	<b>GROSS INCOME:</b>	<b>End of Sep/Totals</b>	<b>Prior to Sep</b>	<b>Fiscal Year To Date</b>
A	From:			
A	Sales Tax	118,102.94	1,453,032.81	1,571,135.75
B	Grants	0.00	20,490.73	20,490.73
C	Fines, Fees, Royalties & Gifts	260.66	6,431.16	6,691.82
D	Library Sales	279.27	7,594.30	7,873.57
E	Donation/Gift Revenues	663.47	2,329.96	2,993.43
F	Interest from Bank Accounts	0.00	685.57	685.57
G	Interest from TexPool Account	0.00	10,751.99	10,751.99
	<b>Total Income</b>	<b>119,306.34</b>	<b>1,501,316.52</b>	<b>1,620,622.86</b>
H	<b>EXPENSES:</b>	<b>Total Expenses</b>	<b>(146,496.13)</b>	<b>(1,236,925.88)</b>
I	<b>NET INCOME:</b>	<b>After Expenses</b>	<b>(27,189.79)</b>	<b>264,390.64</b>
				237,200.85
	<b>BANK ACTIVITY &amp; BALANCES REPORT FOR MONTH</b>	<b>Inputs</b>	<b>W/drwl\$</b>	<b>Pinnacle-Op</b>
J	Balances Brought Forward	645,540.00	508,207.91	135,817.61
K	Deposits/Credits & Interest	119,581.81	118,186.78	1,395.03
L	Checks/Withdrawals		(129,660.01)	(129,302.30)
M	Transfers to TexPool		0.00	(29.25)
N	Cleared Balance	635,461.80	497,092.39	137,183.39
O	Bnk Unrptd Expds + New Transactions (EOM)		(190,717.18)	(190,059.93)
P	EOM Adjusted Current Balance	444,744.62	307,032.46	136,526.14
	<b>TEXPOOL ACTIVITY: INVESTMENT &amp; WITHDRAWLS</b>	<b>Inputs</b>	<b>W/Drwl\$</b>	
Q	Balance Brought Forward	1,206,670.76		
R	Transfer to TexPool (This Month)	0.00		
S	TexPool Interest (This Month)	0.00		
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	<b>Total Balance = Bank Adj Bal + TexPool Curr Bal</b>	<b>1,651,415.38</b>		

# **Agenda Item IV. A.**

## **Library Report**

Library Board Meeting October 19, 2020

### **Administration**

#### **Legal, Governance, & Policy**

#### **Personnel & Training**

- 9/22/2020 STEM Coordinator attended webinar for Zoho Project Management.
- 9/23/2020 Assistant Director met with FE Technologies to discuss training and purchase of the Wand, which will help with inventory and more.  
STEM Coordinator attended training for Sphero
- 9/24/2020 Library Director, Assistant Director, Adult Services Librarian, Youth Services Librarian and Circulation Supervisor met with ByWaters Solutions for training on Aspen Discovery, our new catalog system.
- 10/01/2020 Library Director, Assistant Director, Adult Services Librarian, Youth Services Librarian and Circulation Supervisor met with ByWaters Solutions for training on Aspen Discovery, our new catalog system.
- 10/5/2020 All Staff met with ByWaters Solutions for training on Aspen, our new catalog system.
- 10/6/2020 All Staff met with ByWaters Solutions for training on Koha, our new library system.
- 10/7/2020 Library Director, Assistant Director, Adult Services Librarian, Youth Services Librarian met with ByWaters Solutions for training on cataloging in Koha, our new library system.
- 10/8/2020 Library Director, Assistant Director, Adult Services Librarian and ILL Specialist met with Bywaters Solutions for training on InterLibrary Loan (ILL) training in Koha, our new library system.  
Library Director, Assistant Director, Adult Services Librarian, Youth Services Librarian and Circulation Supervisor met with ByWaters Solutions for training on Aspen Discovery, our new catalog system
- 10/13/2020 Library Director, Assistant Director, Adult Services Librarian, and Youth Services Librarian met with ByWaters Solutions for training on mapping records in Koha, our new library system.
- 10/14/2020 Library Director, Assistant Director, Adult Services Librarian, Youth Services Librarian and Circulation Supervisor met with ByWaters Solutions for training on Reports and Administration in Koha, our new library system.
- 10/15/2020 Library Director, Assistant Director, Adult Services Librarian, Youth Services Librarian and Circulation Supervisor met with ByWaters Solutions for training on Aspen Discovery, our new catalog system.

#### **Facility & Equipment**

#### **Grants & Projects**

- 9/28/2020 Library Board President and Library Director met with Benbrook Water Authority Executive Director and BWA's legal representation to review real estate presentation

#### **Vendors & Contractors**

- 9/28/2020 STEM Coordinator met with EBSCO about Prenda, a software for coding tutorials

- 10/13/2020 Library Director and STEM Coordinator attended meeting with Loretta Padilla to discuss wide format printer service and options.
- 10/17/2020 Assistant Director met with vendor Curiosity Stream about a new documentary streaming service.

## **Community & Outreach**

### **Partnerships & Associations**

- 10/1/2020 Library Director met with David McClellan of the Friends of the Benbrook Library to discuss options for establishing special membership rates for the Fort Worth subdivisions of Ventana and Skyline Ranch to receive Benbrook library cards.

## **Programs & Services**

### **Adult Services Librarian**

- 9/22/20 Different Pages Book Club (Zoom) Attendance: 3
- 9/24/20 Game Night (Zoom) Attendance: 4
- 9/28/20 Yoga Class (Zoom) Attendance: 1
- 9/30/20 Trivia Night (Zoom) Attendance: 25
- 10/1/20 Bent Corners Book Club (Zoom) Attendance: 9
- 10/6/20 Mindfulness Session (Zoom) Attendance: 2
- 10/12/20 Yoga Class (Zoom) Attendance: 5

### **Youth Services Librarian**

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

	Program	Viewed	Engaged
9/17/2020	Storytime	278	22
9/21/2020	Move and Shake	306	45
9/22/2020	Craft Video	263	9
9/23/2020	Bilingual Storytime	220	12
9/24/2020	Storytime	222	3
9/28/2020	Move and Shake	261	33
9/29/2020	Craft Video	247	9
10/1/2020	Storytime	223	12
10/5/2020	Move and Shake	457	
10/6/2020	Craft Video	180	13
10/8/2020	Storytime	213	11
	Move and Shake	241	29

10/12/2020	Craft Video	239	15
10/13/2020	Bilingual Storytime	217	26
10/14/2020			

### **STEM Coordinator / Instructional Design**

- 9/25/2020 Meeting with the First Lego League Robotics Team members via Zoom.
- 10/2/2020 Meeting with the First Lego League Robotics Team members via Zoom.
- 10/9/2020 Meeting with the First Lego League Robotics Team members via Zoom.
- 10/7/2020 Survey about having a Code Club-Facebook 269 People reached, 34 engagements-Instagram 3 views-Actual respondents to the survey=13
- 10/12/2020 Maker Monday: Halloween Rainbow Scratch Art STEM: Chemistry Facebook 153 Views, 342 people reached, 49 engagements-- Instagram: 27 Views, 2 likes
- 9/212020-10/15 Makerspace activity: 3D Printers 25, Laser 19, Poster Printer 22, Cricut 3 with a total of 69 people served in the Makerspace.