MINUTES
BENBROOK LIBRARY DISTRICT
BOARD OF TRUSTEE MEETING
February 19, 2018
Benbrook Public Library
1065 Mercedes Street
Benbrook, Texas 76126
Regular Meeting at 6:30 pm

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

Also Present: Steve Clegg

I. Call to order:

The meeting was called to order at 6:26 p.m. by Carol Hafer.

II. Approval of minutes of November and December meetings. Rachel made the motion that meeting minutes be approved and Corky seconded it. Motion carried.

III. Reports

A. Library Director described the highlights of Overdrive meeting. As a consortium they are mandating that each library contribute a greater share. Our library's contribution will increase by $750. This becomes effective FY 2019.

Also, there was a MetroPac meeting. The new director of FW Library was present and there was discussion of the trend that libraries become "fine free". Steve feels that we should follow suit. This will remain an item for discussion.

Director asked for board permission to attend the Texas State Library meeting March 8th and 9th in Austin. Steve is on a committee evaluating data bases. There will be vendor presentations. There's no need for a motion only inclusion of this info.

The lighting system in the meeting room was discussed briefly. There may need to be a return to simple light switches.

B. Investment Officer Corky Baird reported that an overview looks good; as a snapshot of the library's financial position at the first of the month. Income from the state is $104,000 which may reflect December shopping. TexPool may increase a little as well.

C. Carol Hafer gave the Treasurer's Report for January 2018:

Sales Tax	86,590.00
Donation – Gift Revenues	(1,113.18)
Fines, Fees, Royalties & Gifts	6,688.61
Concession Income	378.00
MakerSpace Income	518.21
Interest from Bank Accounts	6.37
Interest from TexPool	1,272.95
Total Income	94,340.96
Total Expenses	80,719.65
Net Income	13,621.31
Bank Adj'd Balance + TexPool	$1,295,054.57

Any questions regarding Treasurer's Report? There were none.

IV. Old Business

A. In regards to Wells Fargo's back parking lot, Steve mentioned that it would be great if the library could tie into their driveway.

B. Further discussion of the Benbrook Water Authority proposal will wait until the full board is available.

V. New Business:

A. Correction of March board minutes. The reason was that a correction was made to the Treasurer's Report but not reflected in the minutes. Rachel moved that the correction to March minutes be accepted and Corky seconded the motion. Motion passed unanimously.

B. Correction on October and November 2017 Treasurer's reports. The financial statements reflected "new expenditures" of $18,000. Corky made the motion to acknowledge the corrections and Rachel seconded.

C. Changes to meeting room policy. Discussion followed. The main issue is to no longer require a $25.00 deposit, but a signed agreement instead. If we do see damage to the room or equipment, we could invoice the organization if we have to. Corky moved that we approve the changes and all were in favor.

D. Scholarship fund for the library's GED program. This is the Adult Services Librarian, Cullen Dansby's initiative. Further discussion planned when we have full board presence. Rachel motioned that we table further discussion and Corky seconded the motion.

E. Other new business: Rachel mentioned that her name is now Rachel Moore.

VI. There being no public comment, Corky moved that the meeting be adjourned and Rachel seconded.

BENBROOK LIBRARY DISTRICT

TREASURER'S REPORT

February 2018

Report Date: March 13, 2018

		End of Feb/Totals	Prior to Feb	Fiscal Year To Date
	GROSS INCOME:			
	From:			
A	**Sales Tax**	103,347.23	349,916.23	453,263.46
B	**Grants**	0.00	0.00	0.00
C	**Fines, Fees, Royalties & Gifts**	1,854.57	12,305.76	14,160.33
D	**Concession Income**	369.00	1,949.49	2,318.49
E	**MakerSpace Income**	477.18	1,731.73	2,208.91
F	**Interest from Bank Accounts**	6.13	14.50	20.63
G	**Interest from TexPool Account**	1,190.82	4,616.21	5,807.03
	Total Income	107,244.93	370,533.92	477,778.85
H	**EXPENSES: Total Expenses**	(72,576.46)	(392,418.92)	(464,995.38)
I	**NET INCOME: After Expenses**	34,668.47	(21,885.00)	12,783.47

	BANK ACTIVITY & BALANCES REPORT FOR MONTH	**Inputs**	**W/drwls**	**Pinnacle-Op**	**Wells Fargo**	**Pinnacle-Staff**
J	**Balances Brought Forward**	188,775.88		125,962.89	62,812.99	851.93
K	**Deposits/Credits & Interest**	105,985.55		103,378.82	2,606.73	1,000.00
L	**Checks/Withdrawals**		(78,940.43)	(78,017.05)	(47.75)	(875.63)
M	**Transfers to TexPool**			0.00	0.00	0.00
N	**Cleared Balance**	216,696.63		151,324.66	65,371.97	976.30
O	**Bnk Unrpted Expds + New Transactions (EOM)**		(3,455.92)	(3,455.92)	0.00	0.00
P	**EOM Adjusted Current Balance**	213,240.71		147,868.74	65,371.97	976.30

	TEXPOOL ACTIVITY: INVESTMENT & WITHDRAWLS	**Inputs**	**W/Drwls**
Q	**Balance Brought Forward**	1,155,220.41	
R	**Transfer to TexPool (This Month)**	0.00	
S	**TexPool Interest (This Month)**	1,190.82	
T	**Transfer from TexPool (This Month)**		0.00
U	**Frost Bank Payments**		0.00
V	**Current Balance**	1,156,411.23	
W	**Reserve Fund**		250,000.00
X	**Bldg Fund = Curr Bal - Res Fund**	906,411.23	
Y	**Total Balance = Bank Adj Bal + TexPool Curr Bal**	**1,369,651.94**	

Agenda Item III. A.

Library Report

Library Board Meeting March 19, 2018

Administration

Legal, Governance, & Policy

3/13/2018 Library was notified it is a beneficiary of an estate from Betty Blackburn

Personnel & Training

2/26/2018 Library Director participated in an interview from a library school student from Benbrook for an assignment pertaining to her capstone project

3/16/2018 Librarian Assistant, Kayla Sanderson, completed her last day. She accepted a position as Adult Services Librarian at the Azle Public Library

3/16/18 Library Assistant, Lori Woodbury-Tucker, notified the library of her resignation due to health concerns. She may be interested in returning as an on-call assistant.

Facility & Equipment

3/6/2018 Mustang Fire Inspection will replace faulty sprinkler heads and replace fire alarm relay

3/9/2018 Door Control Services adjusted door controllers and had to order replacement parts

3/12/2018 The library's sprinkler system was leaking and Stauffer's Landscape came out the following day to troubleshoot and repair the sprinkler system

3/23/2018 Mike Utzman, from ESP of Texas, is scheduled to reinstall the high definition projector and reprogram the lighting for the meeting room

Grants & Projects

3/2/2018 Library Director visited Marcoza Castings in Fort Worth to discuss bronze plaques

3/9/2018 Programming Librarian is coordinating with University of North Texas for Portal to Texas History Newspaper Archive

3/13/2018 Adult Services Librarian was notified by the Texas Book Festival that the library will receive a Collection Enhancement Grant, which will be used to fund and establish a collection of adult graphic novels

Vendors & Contractors

March Library Director visited with representative from FastSigns (Hulen) regarding custom "sail signs" Follow-up meeting is scheduled for Monday, March 19, to determine pricing

3/22/2018 Library Director is scheduled to meet with a representative from T-Mobil to discuss additional Wi-Fi hotspots for patron check-out

Community & Outreach

2/28/2018 Adult Services Librarian held Trivia Night at 3 Parrots Taco Shop, 45 total participants

3/8/2018 Programming Librarian attended Benbrook Elementary – Career Dar

3/8/2018 Programming Librarian attended Benbrook Business Expo – Outreach event

Partnerships & Associations

2/23/2018 Library Director participated in tele-conference with Electronic Information Working Group regarding the TexShare bidding process

3/2/2018

	Library Director and Programming Librarian attended MetrOPAC meeting at the Burleson Public Library
3/8/2018	
	Library Director participated in Texas State Library's Electronic Information Working Group bidding process for TexShare resources for FY2018
3/9/2018	
	Library Director attended Public Library Administrators of North Texas (PLANT) meeting at the Keller Public Library
3/9/2018	
	Programming Librarian attended TLA Local Arrangement Committee – Dallas

Programs & Services

Adult Services Librarian

2/19/18	Yoga Class • Attendance: 4
2/20/18	Writing Critique Group • Attendance: 1
2/20/18	Calligraphy Class • Attendance: 7
2/21/18	Computer Class: Internet & E-mail • Attendance: 1
2/24/18	Game Night program • Attendance: 24
2/27/18	Different Pages Book Club • Attendance: 4
2/27/18	Tinker Tuesday program • Attendance: 1
2/28/18	Computer Class: Open lab • Attendance: 1
2/28/18	Trivia Night at 3 Parrots Taco Shop • Attendance: 45
3/1/18	Bent Corners Book Club • Attendance: 12
3/5/18	Yoga Class • Attendance: 3
3/6/18	Calligraphy Class • Attendance: 9
3/7/18	Coffee Break Book Club • Attendance: 7
3/7/18	Computer Class: Microsoft Word • Attendance: 1
2/1/18-2/22/18	GED Classes – February Attendance • 4 classes, 26 total attendance (7, 7, 6, 6)
2/15/18-3/14/18	Blog following • 377 page views; 0 new followers

Youth Services Librarian

2/15-2/17	Family Storytime- 14 Music, Movement, and Me- 101 Teen Game Night- 3 Tail Waggin' Tutors- 13
2/19-2/23	Book Babies- 64, 49 Maker Monday- 14 Storytime- 27, 18 Lego- 11 Build and Play- 11

	Give me 5- 54
2/26- 3/2	Book Babies- 57, 108 Storytime- 36,37 Teen Anime-6 Nursery Rhyme Yoga- 30 Dr. Seuss Birthday Party- 109
3/5-3/9	Book Babies- 52, 52 Baby Sign Storytime- 14 Storytime- 36, 27 Early Worms- 10 Art Time- 89
3/12-3/13	Book Babies- 58, Tween Slime Time- 63 Storytime- 45 Tween Yoga- 16

Programming Librarian

2/20	Homebound Delivery, 2 participants
3/6	Homebound Delivery, 1 participants
3/8	Homebound Delivery, 1 participants

Future Events

3/23	Family Night, Bagpiper

Planning

3/29 – 5/3	Raspberry Pi Classes
June 2nd	Maker Fair