

MINUTES
North Texas Regional Library System, Inc.
Board of Directors Meeting
May 25, 2006

The North Texas Regional Library System Board of Directors held a meeting on May 25, 2006 in the System office meeting room, 6320 SW Blvd., Ft. Worth, TX 76109.

Board Members Present: Bill Whiteside, Chair, Region 5
Ed Pennington, Vice-Chair, Region 6
Phil Herskowitz, Treasurer, Region 2
Randy Shaeffer, Secretary, Region 4
Irene Lambert, Parliamentarian, Region 1
Margaret Irby Nichols, Region 3
Barbara Chayer, Region 7
Lynne Handy, Executive Director, *ex-officio member*

NTRLS Staff Present: Adam Wright, Assistant Director
Carolyn Davidson, CE/Library Consultant
Samantha Edwards, Resource Coordinator

Guests Present: Walt Hatter, NTRLS Contractual Accountant
Eugene Stockton, Roanoke Public Library

A. CALL TO ORDER

Chair Bill Whiteside called the meeting to order at 10:00 a.m.

B. CONSENT AGENDA:

- 1. APPROVAL OF MARCH 23, 2006 MEETING MINUTES**
- 2. APPROVAL OF APRIL 18, 2006 MEETING MINUTES**

Phil Herskowitz moved to approve the consent agenda. Irene Lambert seconded. Barbara Chayer requested that the word "having" be changed to "serving" in the March 23, 2006 minutes. The Board approved by consensus. The motion passed.

C. BOARD REPORTS

Barbara Chayer reported on the region 7 regional meeting held in Burleson. Randy Shaeffer reported on region 4 regional meeting held in Saginaw. Bill Whiteside reported on the region 2 regional meeting held in Hurst. Topics of discussion at the regional meetings included technology continuing education, FY2007 Plan of Service, and member library programs/events.

D. MONTHLY FINANCIAL REPORT – WALT HATTER

Walt Hatter overviewed the System monthly financials. The consensus of the Board was to request that he change the "profit and loss" headings to the proper headings for a non-profit organization.

E. EXECUTIVE DIRECTOR'S REPORT

Regional Meetings...Six regional meetings have been held. The last one will be held at the White Settlement Public Library on Wednesday, May 31, 2006. NTRLs has held two system assembly meetings since the last of January; therefore, regional meeting attendees have had few questions about the Long Range Plan for fiscal years 2008 and 2009 (sent to TSLAC on May 2 – due May 8), and about the Plan of Service for fiscal year 2007. Perhaps the most enjoyable part of the regional meetings has come from the sharing component on the agenda. Library directors have shared useful information about programs and services.

Cookbook...Amy Culbertson, food editor at the Star Telegram, reviewed 400 + recipes for the NTRLs cookbook, *Come to the Table*. We plan to submit the recipes to the publisher on May 31. We should receive the proofs around July 14. If all goes as planned, we will receive the first shipment of cookbooks around July 31. On May 16, we received a check from Community Bank for \$2,200. The money will be used for publishing costs.

Borders Books...NTRLs will benefit from purchases made over Mother's Day weekend; however, Borders representative, Carlo Rich, indicates that the status of future discount days is uncertain due to the merger with Waldenbooks. We will not know how much money we will receive from Mother's Day weekend, for several weeks.

Jefferson Wells Audit...Carleton Wilkes, Jefferson Wells auditor, conducted an audit April 10 – 15. He added a section on indirect costs, which was not included in his last draft of the audit report. I have not spoken with Carleton since returning from Illinois on Monday.

System Leadership Conference...Your packet contains information about the System Leadership Conference, which will be held October 30-31, 2006 at the Radisson Dallas Love Field. Please let Samantha know before October 20 if you wish to attend.

Certified Texas Purchaser's Certification...Samantha Edwards received Certified Texas Purchaser's Certification on March 30, 2006. Adam Wright also took the training, and will take the test in the near future.

Certified Public Notary...Samantha Edwards completed education in Texas Notary Law and Procedure and passed the "...test exhibiting competence as a Commissioned Officer of the State of Texas."

Educational Service Center...I met with Cherry Fuller, Region 11, on April 11 to discuss ways in which we could collaborate. Ms. Fuller proposed a high-cost workshop, which would draw both public and school librarians.

F. COMMITTEE REPORTS

1. SERVICES PLANNING COMMITTEE REPORT

Ed Pennington reported that the Services Planning Committee met on May 11. There was no quorum. The committee discussed agenda items and took no action.

G. LETTER TO STATE LIBRARIAN

Board members reviewed and signed the letter to the State Librarian requesting that the grant contract be delivered in enough time for a thorough review.

H. TSLAC AUDIT (JEFFERSON WELLS)

Lynne Handy reported on the draft of the Jefferson Wells audit and the management's responses to the audit recommendations.

I. ADD AUDIT RECOMMENDATION TO EXECUTIVE DIRECTOR'S JOB DESCRIPTION

Margaret Irby Nichols moved to approve the audit recommendation concerning the Executive Director's job description. Barbara Chayer seconded. The motion passed.

J. REVIEW OF GRANT COMPLIANCE

Board members reviewed the grant compliance checklist.

K. DISCUSSION OF LEASE

Phil Herskowitz suggested that Board members begin thinking about options regarding the building lease. Chair Bill Whiteside asked that an agenda item to "set a Board committee for discussion of the lease" be added to the June agenda.

L. SIGN ESTOPPEL CERTIFICATE

Phil Herskowitz moved to authorize the Executive Director to sign the Estoppel Certificate requested by Dalworth Management Company. Margaret Irby Nichols seconded. The motion passed.

M. SET BYLAWS REVIEW COMMITTEE

Eugene Stockton reported that the current bylaws require us to do things that may not be necessary. Chair Bill Whiteside set the bylaws review committee and appointed the following members: Gene Stockton, Roanoke, Chair; Janis Roberson, Grapevine; Mike Baldwin, Benbrook; Dale Fleeger, Weatherford; Martha Chambers, Watauga; and Barbara Chayer, NTRLS Board.

N. MEMBER PARTICIPATION/ANNOUNCEMENTS

Gene Stockton announced that the bond for a new library in Keller did not pass. Phil Herskowitz announced that Chico now receives \$1,000 a month from the city for the library. The library used to receive \$1,500 a year.

O. SET DATE OF NEXT MEETING

Chair Bill Whiteside set the date of the next meeting as June 22, 2006 at 10:00 a.m.

P. ADJOURNMENT

Chair Bill Whiteside adjourned the meeting at 12:15 p.m.

Approved by _____

Date _____