

BULVERDE AREA RURAL LIBRARY DISTRICT
Regular Monthly Session
July 20, 2020

CALL TO ORDER

Donna Harris, President, called the Board of Trustees' Regular Monthly Session via online Zoom meeting to order at 3:30 p.m.

QUORUM

Board Trustees Donna Harris, Loretta Mammen, Deborah Neubauer, Kathleen Banse, and Michele Grauerholz were present and constituted a quorum. Also present were: Suzanne Kratz, Susan Herr, and Jewel English.

1. Public Comments:

No one from the public asked to address the Board of Trustees at this meeting.

2. Discussion/Action Item from the Friends of the Library (Suzanne Kratz)

Suzanne Kratz reported:

- Per the FOL agreement to give the library 90% of monthly sales from the Book Nook, \$814.39 was given to the library for June sales
- The Book Nook has received a lot of donations (currently, they are not accepting anymore donations) – and have worked diligently in getting them ready for the “Pre-filled Book Nook Grab Bag Sale” on June 31 and August 1

3. Discussion/Action Item from the Foundation of the Library (Robert Zito)

No one from the Foundation represented.

4. Approval of Minutes – 6/15/20 BARLD Online Regular Monthly Session (Kathleen Banse)

Kathleen Banse made a motion to approve the minutes of the BARLD Regular Monthly Session on June 15, 2020. Loretta Mammen seconded, and the motion passed unanimously.

5. Discussion/Action Item on Financial Report (Deborah Neubauer)

Deborah Neubauer presented the following reports:

- June 2020 Monthly Balances and Interest sheet per Institution/Account, and monthly total sums, dated June 30, 2020

Donna Harris made a motion to move \$75,000 from the First United Bank account (x637) to the Texas Class Investment Revenue account. Loretta Mammen seconded, Kathleen Banse recused herself from the vote, and the motion passed unanimously with the remaining Trustees.

- Fourth Quarter Balance and Interest dated June 30, 2020
- July 2019 - June 2020 Balances and Interest sheet per Institution/Account, and monthly total sums, dated June 30, 2020

Deborah Neubauer made a motion to accept the July 2019 - June 2020 Balances and Interest report, dated June 30, 2020. Loretta Mammen seconded, and the motion passed unanimously.

- Bulverde Area Rural Library District Profit and Loss Statement with Bills, Budget Performance 2019-2020, with Year-To-Date and Monthly overviews, dated June 30, 2020 prepared by Deborah Neubauer and Cathy Mandelbaum

Deborah Neubauer reported that the programming funds spent in the July 2019 – June 2020 fiscal year will be transferred from the SAMCO Programming account (x321) to SAMCO Reserve Funds account (x180) once the audit has been completed.

- Deborah Neubauer reported that Texas Regional Bank charged us \$10 for dropping below our \$2,500 minimum in Checking account (x408). She contacted the bank and is awaiting a decision about combining the Checking account and Money Market account to avoid this charge in the future.

6. Discussion/Action Item on credit card bill (Deborah Neubauer)

Deborah Neubauer made a motion to approve the Chase Credit Card bill in the amount of \$15,915.51 to be paid automatically via online banking. Loretta Mammen seconded, and the motion passed unanimously.

7. Discussion/Action Item on the annual Financial policy review - comments/corrections/questions (Deborah Neubauer)

The Trustees reviewed Chapter C – Financial Policy for the Bulverde Area Rural Library District; as they stated changes/corrections to the documents, Susan Herr displayed the documents digitally on screen for the Trustees to see, and made the changes/corrections as they indicated, including the date the document(s) were updated in the footer of each page.

Deborah Neubauer made a motion to include Sage Capital and Security State Bank and Trust as “Approved Financial Institutions for Depository” in Chapter C – Financial Policy for the Bulverde Area Rural Library District, Attachment C-1. Michele Grauerholz seconded, Kathleen Banse recused herself from the vote, and the motion passed unanimously with the remaining Trustees.

Donna Harris suggested the Trustees continue policy review - comments/corrections/questions at the next BARLD Regular Monthly Session.

8. Discussion/Action Item on Library Director’s Report (Susan Herr)

The Trustees commented on how attractive Lee Franzel’s Memorial Bench looks in the Butterfly Garden; and commended Susan and the Library Staff on how well they accommodated the public when the library re-opened in June, and how they continue serving the public since re-closing the library on July 6.

Susan reported:

- Although the main part of the library is currently closed to the public, the front entrance, restrooms, and foyer area are open to the public: five tables and chairs, spaced with a minimum of 6’ distancing were set up in Room A for people who want to use the Wi-Fi, study or read; five computer stations are available for public use in Room B; a print and copy station, and a library catalog station were set up in the foyer for public use. If public assistance is needed with the computers or the print station, they can knock on the door separating the foyer and library, and someone will go out and offer assistance.
- We have had steady use of the Drive-up Book Drop – people picking up reserves and Summer Reading kits. Generally, people have commented that our library is doing more for the public than other libraries, and they are very appreciative for what we are doing to accommodate their needs.
- There will not be a Staff meeting this month: it is difficult to meet with all of the staff in a large group meeting. Circulation staff has meet in small groups; and she meets regularly with staff individually, or in a small group, or via phone for those working from home.
- We did not get the TSLAC Cares Grant (Texas State Library and Archives Commission) – which would have help recover some of the expenses we incurred due to the COVID-19 crisis and preparing the library ready for public use – but we can reapply.

Kathleen Banse asked about issues regarding wearing face masks in the library. Susan stated that due to issues with some people not wearing face masks in the polling area during voting, and concerns from some voters -

who wore face masks - about those who did not; she has concerns about having the Library as a voting location for the November elections. She acknowledges the Library is a convenient voting location for many voters in the surrounding community, and the Library should be available to meet the needs of the public; however, those who use the Library should abide by the rules we establish for the safety and wellbeing of the Staff and the public who use our Library.

The Trustees concurred and asked Susan to state the Library's terms of use for our facility in the Comal Elections Agreement with the Comal County Elections Commission for the upcoming election.

Susan said that she will include in the contract/agreement with Comal County Elections Commission that if Mammen Family Public Library is to be used as a voting location:

- If we are in the same situation with the COVID pandemic when early voting begins in mid-October, and voters are not mandated by the state or county to wear face masks, that anyone entering the Library - whether they are voters or election officials or workers - will be required to wear face masks, that cover their nose and mouth, during the time they are in the Library.
- The Trustees agreed; and advised that she also state in the contract/agreement, that if the voter has health issues that exclude them from wearing a face mask, that they have to vote curbside – outside the library facility.
- Susan will include in the contract/agreement, that if an election official or worker has health issues that exclude them from wearing a face mask, that the election official or worker be assigned to a different voting location and not assigned to Mammen Family Public Library.

Susan reminded the Trustees the filing dates for the Application For A Place On the Bulverde Area Rural Library District general election Ballot for the November BARLD Trustee election are July 18, 2020 through 5:00 p.m. August 17, 2020

- She will send the form electronically, to the Trustees
- Trustees asked that she post the notice on the library website, and the BSB Chamber website if possible

9. Discussion/Action Item on the annual audit (Susan Herr)

Susan Herr informed the Trustees, per the BARLD bylaws, an annual audit must be conducted within 120 days prior to the end of the year.

Loretta Mammen made a motion to have the annual 2019-2020 Fiscal Year Audit in August, 2020. Donna Harris seconded, and the motion passed unanimously

10. Discussion/Action Item to schedule the next Trustee meeting on August 17, 2020

The next Regular Monthly Session of the Board of Trustees will be at 3:30 p.m. on August 17, 2020.


Adjourn:

Donna Harris adjourned the Regular Monthly Session of the Board of Trustees' meeting at 5:25p.m.

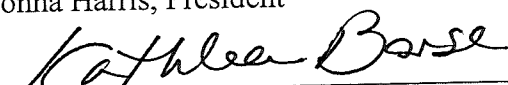
Respectfully submitted,

Jewel M. English

Approved:



Donna Harris, President



Kathleen Banse, Secretary