

BULVERDE AREA RURAL LIBRARY DISTRICT
Regular Monthly Session
June 15, 2020

CALL TO ORDER

Donna Harris, President, called the Board of Trustees' Regular Monthly Session via online Zoom meeting to order at 3:31 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:

- The Book Nook reopened on June 1, 2020
- The FOL Board met on May 20, 2020 and voted to give 90% of the funds earned from the Book Nook Sales to the library each month, to use for library needs at the discretion of the Library Director
- The FOL Board agreed to fund the cost to build steps and a handrail along the retaining wall by the staff parking area, which will allow safe access to the septic area for regular maintenance and/or service
- The next FOL meeting will be via Zoom at 3:00pm on Wednesday, June 17

3. Discussion/Action Item from the Foundation of the Library

No one from the Foundation represented.

4. Approval of Minutes – 5/18/20 BARLD Online Regular Monthly Session (Kathleen Banse)

Deborah Neubauer made a motion to approve the minutes of the BARLD Regular Monthly Session on May 18, 2020. Loretta Mammen seconded, and the motion passed unanimously.

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

Deborah Neubauer presented the following reports:

- Bulverde Area Rural Library District Profit and Loss Statement with Bills, Budget Performance 2019-2020, with Year-To-Date and Monthly overviews, dated May 31, 2020 prepared by Deborah Neubauer and Cathy Mandelbaum
- May 2020 Monthly Interest and Balance sheet per Institution/Account, and monthly total sums, dated May 31, 2020.
- Deborah Neubauer made a motion to move \$100,000 from First United Bank of Texas account (x637) and put it into Sonora Bank account (x1275). Loretta Mammen seconded. Kathleen Banse recused herself from the vote, and the motion passed unanimously with the remaining Trustees.
- Deborah Neubauer reported:
 - Randolph Brook FCU CD#3 (x8189) was opened on May 22, 2020, for only six months (due to low interest rates at this time)
 - Randolph Brook FCU CD#2 (x800) is a restricted account and will automatically renew on August 17, 2020

- The funds in the Broadway Bank of Texas construction accounts will remain in those accounts and are available should they be needed for construction related needs and/or expenses not covered under warranty
- The Mammen Family Foundation donation of \$400,000 will go into the SAMCO Capital Market Programming Cash Account (x321)

Deborah Neubauer reported:

- Michele Grauerholz will be working with her and Cathy Mandelbaum to approve the reconciliation of the banking accounts
- She is still waiting to hear back from Allen Westerman regarding whether we can delay the mortgage increase that occurs in September and just continue to pay the amount that we are now paying
- She will be taking the PFIA – Public Funds Investment Act, online course in the next couple of months

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 \$8,650.91 to be paid automatically via online banking. Kathleen Banse seconded, and the motion passed unanimously.

7. Discussion/Action Item on Library Director's Report (Susan Herr)

Donna Harris commended Susan and the Library Staff on how well they prepared the library for the reopening on June 1, 2020, and asked what the overall response has been from the public returning to the library.

Susan reported there has been very little push back from the public with complying to wearing face masks and using hand sanitizer and/or washing their hands when they enter the library – people are generally glad and appreciative they can come back into the library.

She stated, it took tremendous effort and a lot of planning and rethinking on how to do the Summer Reading Program remotely. Bethanie and Debbie; and Montana, Elizabeth, Jeannette and their volunteers have done an exceptional job in preparing online programs; craft kits and projects – that can be picked up at the library to do at home; and Katie Paul has done a remarkable job not only with signage and publicity for Summer Reading but also for information and signage in preparation for reopening and COVID safety measures.

Donna Harris asked if we can count the people using the Drive-up Window in tracking library usage. Susan said she will look into how that might be doable. Loretta Mammen asked when groups, i.e. Book Clubs, can come back to the library. Susan stated that other small groups, including the AARP Foundation Tax-Aide, have also asked if they can meet at the library, and will consider the possibility of opening Room C – with proper distancing between chair and tables – for small groups of people.

8. Discussion/Action Item to call for a November BARLD Trustee election (Susan Herr)

Susan informed the Trustees the term for three Board positions will expire in November; hence they need to call a BARLD Trustee election.

Loretta Mammen made a motion to call for a November BARLD Trustee election. Michele Grauerholz seconded, and the motion passed unanimously.

Susan informed the Trustees:

- The Notice OF DEADLINE TO FILE APPLICATIONS FOR PLACE ON THE BALLOT, form AW3-2a, prescribed by Secretary of State, Section 141, Texas Election Code, 10/2011, will be available in Cathy Mandelbaum's office for the Trustees to sign by June 18, 2020.
- Susan reported the BARLD Trustee election will be run through Comal County Elections in November; if there are more than three candidates, there will be an election, if not, we will cancel the call for the election.

- She will compile an informational brochure on the duties of the Trustees available for public information

9. Discussion/Action Item to approve the 2020-2021 Budget (Susan Herr)

Susan presented the Bulverde Area Rural District Fiscal Year 2020-2021 Budget for the Trustees approval. The Trustees asked that Susan add an income line item for BARLD Unrestricted Funds and include those funds in the budget.

Deborah Neubauer made a motion to approve the Bulverde Area Rural District Fiscal Year 2020-2021 Budget with that added income line item for BARLD Unrestricted Funds. Kathleen Banse seconded, and the motion passed unanimously.

10. Discussion/Action Item to schedule the next Trustee meeting on July 20, 2020

The next Regular Monthly Session of the Board of Trustees will be at 3:30 p.m. on July 20, 2020, either by Zoom or at the library, to be determined.

Adjourn:

Donna Harris adjourned the Regular Monthly Session of the Board of Trustees' meeting at 4:24 p.m.

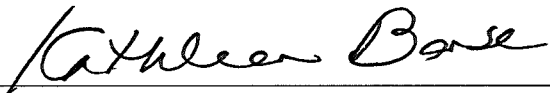
Respectfully submitted,

Jewel M. English

Approved:



Donna Harris, President



Kathleen Banse, Secretary

