

**BULVERDE AREA RURAL LIBRARY DISTRICT**  
**Regular Monthly Session**  
**May 18, 2020**

CALL TO ORDER

Donna Harris, President, called the Board of Trustees' Regular Monthly Session via online Zoom meeting to order at 3:32 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, Robert Zito, Susan Herr, and Jewel English.

PRAYER AND PLEDGES TO THE FLAGS

Kathleen Banse offered the prayer and led pledges of allegiance to the flags of both the United States and Texas.

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)

Susan Kratz reported the FOL Board will meet this week and discuss the future of the Book Nook and vote on helping the library fund more digital content.

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

Robert Zito reported the Foundation will meet via Zoom meeting at 5:30pm on Thursday, May 21, 2020.

4. Approval of Minutes - 4/27/20 BARLD Online Regular Monthly Session (Kathleen Banse)

Deborah Neubauer made a motion to approve the minutes of the BARLD Regular Monthly Session on March 27, 2020. Kathleen Banse seconded, and the motion passed unanimously.

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

Deborah Neubauer presented the following reports:

- April 2020 Monthly Interest and Balance sheet per Institution/Account, and monthly total sums, dated April 30, 2020
- Bulverde Area Rural Library District Profit and Loss Statement with Bills, Budget Performance 2019-2020, with Year-To-Date and Monthly overviews, dated April 30, 2020 prepared by Deborah Neubauer and Cathy Mandelbaum

Deborah Neubauer stated:

- Randolph Brooks FCU CD x800 matured on 5.13.2020; due to the low interest rates she will check the best rates for the shortest term
- The SAMCO Capital Market Building Expansion account will be kept in reserve for now
- Mortgage payment will increase in September and she has been in communication with Allen Westerman. Mr. Westerman is checking with the county to see if we can delay the increase that occurs in September and just continue to pay the amount that that we are now paying.
- If the sales tax revenue remains as is, this year's budget will be okay

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 \$7,980.80 to be paid automatically via online banking. Loretta Mammen 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 much they are doing even though the library is closed to the public.

Susan reported:

People are glad we are allowing them to get their reserves, most public inquiries about when we will reopen concern the need to use computers – which have been set up for public use in Room B, and may be available for use by Thursday. The print station and fax machine have been moved to the foyer for public use when we reopen.

She informed the Trustees: the plexi-glass panels that were to be installed in vulnerable areas of the library have been delayed; we can require people to wear face masks if they enter the library, and asked the Trustees if they need a policy regarding such - they agreed that a policy was not necessary.

Kathleen Banse stated it is time to let the public back into the library – perhaps after Memorial Day – even at 25% capacity. Susan remarked: that at 25% capacity, including staff, would be about 50 people, and she doesn't anticipate more than 25-30 people in the library at a time, since all of the programs – including the Summer Reading Program – will be conducted online.

She continues work on the logistics on how this will take place – beginning June 1 – with Library hours Monday through Friday, 9am - 6pm, and Saturday 10am - 5pm; senior hours may be Monday through Friday, 9am - 11am; with a possible window from 11am - 12pm to disinfect used areas; and all other hours will be open to the general public. She doesn't anticipate reopening on Sundays until August or September – when school resumes.

Donna Harris suggested Susan *ease into* reopening the library rather than go back on what is started. She said, allow people in and see what happens; stating that Susan knows what is best for the staff and the public regarding how best to reopen the library.

Donna Harris asked Susan to talk about changes regarding the Book Nook. Susan reported she discussed the following with Suzanne Kratz, FOL President:

- The Book Nook shelves were moved into Room A, the room will be accessible to the public when we partially reopen the library
- When the library reopens, people can browse the shelves and put money for the books/DVDs – cash or checks only – into a box or a secured container
- Currently, the staff is handling all book donations: they receive/retrieve the books left at the staff door or in the book drops, then place them into quarantine; after which they are placed on book carts
- FOL's current inventory will not be touched. Items for sale will be what is currently on the Book Nook shelves, and donations received since the library closed for COVID-19.
- She would like to use funds from the Book Nook sales for online resources for the Library; the Library has its own sales tax number and will pay any taxes on sold items
- Susan expressed that since the COVID crisis, and budget restraints, the library needs the funds from Book Nook sales more than before the pandemic
- Since the demographics for most of the Book Nook volunteers falls within the more vulnerable category, it is understandable why it isn't prudent for them to handle the Book Nook at this time; she stated, library staff

can temporarily handle re-shelving the Book Nook at this time, but we would appreciate having FOL volunteers stock the Book Nook shelves if and when possible.

Donna Harris stated the importance of the library handling the Book Nook at this time and hopes the Friends of the Library understand these changes in the Book Nook procedure.

Deborah Neubauer mentioned she will represent the BARLD at the staff meeting on Thursday, May 21, 2020.

8. Discussion/Action Item on the 2020-2021 Budget (Susan Herr)

Susan discussed the Budget Proposal 2020-2021 and will email a copy to the Trustees for their review. She made cuts in all areas where possible, and unless the projected sales tax revenue is higher than the projection, we will be over \$300,000 over budget and much of that is due to the \$221,000 increase in the mortgage payment.

Deborah Neubauer stated we have reserve funds available if needed.

9. Discussion/Action Item to schedule the next Trustee meeting via Zoom meeting on June 15, 2020

The next Regular Monthly Session of the Board of Trustees will be at 3:30 p.m. on June 15, 2020.

10. CLOSED SESSION as authorized by the Government Code, section 551.074

Donna Harris thanked those who attended the meeting and exited the Regular Monthly Session of the BARLD at 5:00 p.m. and retired to Closed Session at 5:03 p.m.

Adjourn:

Donna Harris adjourned the Regular Monthly Session of the Board of Trustees' meeting at 5:08 p.m.

Respectfully submitted,

Jewel M. English

Approved:



Donna Harris, President



Kathleen Banse, Secretary

