

BULVERDE AREA RURAL LIBRARY DISTRICT
Regular Monthly Session
September 23, 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, Judith Fleming, Suzanne Kratz, Cornelia Beach, Mya Cantu, Susan Herr, and Jewel English.

1. Public Comments: Due to the late arrival of the public speaker, this item was rescheduled later in the meeting.

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

Suzanne reported:

- FOL is considering the possibility of another Book Sale on Dec 4 in conjunction with a variation of a Holiday Tea: plans for which are ongoing - possibly handing out an etched Mammen Family Public Library commemorative glass to those who attend that contains a tea bag and wrapped chocolate
- The Big Give 2020 received \$5530
- Suzanne stated the Book Nook is largely what the FOL does to support the library, especially at this time due to limitations the COVID pandemic has placed on group activities.
- Donna Harris requested that all Trustees should consider becoming members of the FOL

3. Discussion/Action Item from the Foundation of the Library (Cornelia Beach)

- Cornelia stated the main mission of the Foundation is to support the Library with long term investing
- The Foundation has new board members: Kimberly Beck and Rebecca Fairchild, and will continue to expand their board
- They have been discussing with Susan the possibility of installing a Book Kiosk

4. Approval of Minutes –8/17/2020 Online BARLD Regular Monthly Session and 8/28/20 Online Special Session (Kathleen Banse)

Kathleen Banse made a motion to approve the minutes of the BARLD Regular Monthly Session on August 17, 2020. Deborah Neubauer seconded, and the motion passed unanimously.

Kathleen Banse made a motion to approve the minutes of the BARLD Special Session on August 28, 2020. Deborah Neubauer seconded, and the motion passed unanimously.

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

Deborah Neubauer presented the following reports:

- August 2020 Monthly Interest and Balance sheet per Institution/Account, and monthly total sums, dated August 31, 2020
- Explanation of Transferal of Monies to Pay Off Original Building Debt, dated September 2020. Deborah reported we should receive the document from SAMCO confirming the final payment of the original debt by mid-October.

- Bulverde Area Rural Library District Profit and Loss Statement with Bills, Budget Performance 2020-2021, with Year-To-Date and Monthly overviews, dated August 31, 2020 prepared by Deborah Neubauer and Cathy Mandelbaum

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 \$8,938.77 paid automatically via online banking. Kathleen Banse seconded, and the motion passed unanimously.

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

Susan reported:

- The library is now open for browsing on Tuesdays, Thursdays and Saturdays with the possibility of opening on other days for browsing in the near future should COVID numbers continue to fall and/or stabilize.
- She implemented the Mammen Family Public Library COVID-19 Workplace Health and Safety Plan; part of which includes splitting the staff into two teams that work on alternate days in order to limit exposing the entire staff, and to facilitate contact tracing should someone become sick with COVID-19 or be exposed to someone who has it. Each team has a supervisor and back up. Should the library have to close totally, we have a plan in place to put signage out at the gate notifying the public the library is closed until further notice.
- Debbie Soelberg will be leaving the staff at the end of September. Ashley Aguillon, was hired as the full time Adult Programming Specialist. She is currently working at Victoria Public Library. Ashley will receive her Masters in Library Studies in December, and will join the staff in the next few weeks.
- The new Reserve Pickup window (and doorbell) is working well for picking up reserves, handling faxes, issuing new library cards, and for communicating with people regarding other needs.

Kathleen Banse mentioned she received a letter from Ed Morrissey thanking the library for replacing his wife's memorial bench that was damaged during the construction, and putting the bench on the front patio next to the benches in memory of the people – other library volunteers – with whom she worked; and for moving the tree memorial marker in her memory to a tree by the front patio. Kathleen thanked Susan and the staff for dealing with this issue and the agreeable resolution.

a. Request to close library on November 3, 2020

Susan asked the Trustees to approve closing the library on November 3, 2020 for the General Election. Comal County Elections will be using all three meeting rooms on that day from 7:00am until the polls close at 7:00pm, and due to the probable crowd of voters that will be here to vote and the congestion of traffic in the parking area and around the library, it would be best to close the library that day.

- Donna Harris suggested the staff do some sort of Self Directed Achievement that day if they are not working in the library
- Deborah Neubauer suggest at least two staff be in the library that day in case something unforeseen happens that the library needs to address
- Deborah Neubauer suggested Susan contact the Chief of Police and ask if the police can occasionally patrol the library area and/or have an officer control traffic at the intersection of 131 Bulverde Crossing and the driveway entering the library property. The Trustees do not want to pay for an officer to do the monitoring. Deborah suggested - if nothing else - ask if they can park a police vehicle on the premises, which may deter disturbances.

b. Board planning calendar

Susan reviewed the BARLD Board Planning Calendar, document Updated September 17, 2020.

Donna Harris asked that she include the document in the BARLD Monthly Board Packets and to include reviewing the BARLD Board Planning Calendar as a Discussion/Action item on the agenda just before the Discussion/Action Item to schedule next Trustee meeting.

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

Susan reviewed the BARLD Fiscal Year 2020-2021 Proposed Budget Amendment September 2020, Updated 9/15/2020. She reported the budget was amended based on paying off the original debt and sales tax projections as identified in documents BARLD Sales Tax Projections 2020-2021 Updated 9/15/2020. She will remove the line item: BARLD unrestricted funds, now that the first building loan debt has been paid, and present the BARLD Fiscal Year 2020-2021 Proposed Budget Amendment at the next BARLD Regular Monthly Session.

Loretta Mammen asked about the Mammen Programming Funds. She stated that per the agreement with the Mammen Family Foundation, the money cannot be used for to pay personnel or overhead expenses. Susan said it was her understanding the funds can be used to pay people contracted to do programs, and that the funds are not used for salaries; additionally, she will review the expenditures and be certain no funds are used for overhead. She stated a summary of the Mammen Programming Funds is regularly sent to Sam Mammen; Loretta asked that she be included in these communications as well.

9. Discussion/Action Item on whether to join with other library districts in an Association of Community Library Districts for the purpose of hiring a lobbyist to protect the interests of library districts and our communities in the upcoming legislative session (Susan Herr)

As part of the discussion, the decision to hire the lobbyist was based on the approximate cost of \$5,000 for the service.

Deborah Neubauer made a motion that BARLD consult with Underwood Law Firm, P.C. and the Association of Community Library Districts for the purpose of hiring a lobbyist to protect the interests of library districts and our communities in the upcoming legislative sessions.

Loretta Mammen seconded, and the motion passed unanimously.

10. Discussion/Action Item on policies

a. Financial: Annual approval of the Investment/Financial Policy

The BARLD had approved the Investment/Financial Policy at the Regular Monthly Session on July 20, 2020.

b. Public: Memorials/Gifts, zip codes for cards, health and safety

Memorials/Gifts: Trustees reviewed the BARLD Memorial Policy draft regarding donations for memorials/gifts. Michele Grauerholz will revise the draft and present the revision for review at the October Regular Monthly session.

Zip codes for cards: Limit new library cards to patrons who are residents in the BARLD and other approved zip codes. Susan will email the Trustees the list of zip codes that are eligible for a BARLD library card. This would limit who has access to the library's digital resources, as they are costly. The Trustees will review this further.

Health and safety:

Kathleen Banse made a motion to adopt the proposed changes to Board Policy Chapter B - Public Policy striking out the line (e.g. to protect the health and safety of Library staff and patrons).

Michele Grauerholz seconded. Discussion followed.

Kathleen Banse made a motion to amend her motion, and adopt the proposed changes to Board Policy Chapter B - Public Policy: *"The BARLD Board of Trustees has discussed and approved the policies included in this document. In addition, policies are reviewed regularly by the Board of Trustees, who may make permanent policy changes, as deemed necessary, after such reviews. Under extenuating circumstances (e.g. to protect the health and safety of library staff and patrons), the Library Director may temporarily override, change, or disregard any of the policies included in this document."*

Loretta Mammen seconded, and the motion passed unanimously.

Public Comments:

Mya Cantu thanked the Board of Trustees for allowing her to comment at the meeting even though the time for Public Comments had passed. She addressed two concerns: discrepant library policies relating to library access by patrons, and the July 2020 Library Staff Monthly Report being in violation of Attachment C-11 Code of Conduct, Employee Conduct.

Donna Harris thanked Mya Cantu, and stated: *"Thank you for your excellent presentation to our board today. We will certainly take a look at the issues as presented and take them into consideration when we review our policies this fall. In preparation for that, will you kindly email me your document so that the Board has all the facts available for discussion? I will ensure that the board receives this document quickly. Thank you again for showing interest in the policies and procedures of your library"*

11. Discussion/Action Item to schedule next Trustee meeting for October 2020

The next Regular Monthly Session of the Board of Trustees will be at 3:30 p.m. on October 21, 2020.

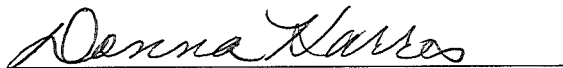
Adjourn:

Donna Harris adjourned the Regular Monthly Session of the Board of Trustees' meeting at 5:33 p.m.

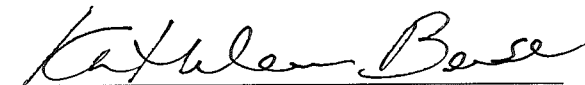
Respectfully submitted,

Jewel M. English

Approved:



Donna Harris, President



Kathleen Banse, Secretary