

BULVERDE AREA RURAL LIBRARY DISTRICT
Regular Monthly Session
November 19, 2020

CALL TO ORDER

Donna Harris, President, called the Board of Trustees' Regular Monthly Session 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, Judith Fleming and Susan Herr; attending the online meeting via Zoom were Suzanne Kratz and Jewel English.

1. Discussion/Action Item on outgoing and newly elected Trustees

a. Swear in new Trustees

Michele Grauerholz performed the Oath of Office with Trustees, Judith Fleming and Donna Harris, whose new terms will be 2020-2022.

b. Resignation of Trustee(s)

Donna Harris reported that newly elected Trustee, Misty Bennett submitted a letter of resignation as Bulverde Area Rural Library District Trustee.

Deborah Neubauer made a motion to accept the letter of resignation from Misty Bennett. Michele Grauerholz seconded, and the motion passed unanimously.

Deborah Neubauer reported that outgoing Trustee Kathleen Banse said she is willing to serve as interim Trustee if needed until another person is elected as BARLD Trustee. Deborah Neubauer made a motion to accept Kathleen Banse as interim BARLD Trustee. Michele Grauerholz seconded, and the motion passed unanimously.

c. Swear in Interim Trustee

Michele Grauerholz performed the Oath of Office with Interim Trustee, Kathleen Banse.

d. Election of Officers

Deborah Neubauer made a motion to accept the slate of officers for the BARLD as follows:

Donna Harris – President; Kathleen Banse – Interim Vice president; Deborah Neubauer as Treasurer; Michele Grauerholz – Secretary; and Judith Fleming – Trustee at Large. Michele Grauerholz seconded, and the motion passed unanimously.

Donna Harris welcomed incoming BARLD Trustee, Judith Fleming and commended her on completing the BARLD Board of Trustees training.

2. Public Comments:

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

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

Suzanne reported:

- FOL are hosting a Community Appreciation Grab Bag Book Sale and Holiday Tea to Go on December 4, in meeting Room C and on the front patio. All books will be sorted into categorized prefilled bags, most priced in the \$1 - \$5 range. Local authors will be on the library patio selling their books and will donate a

portion of their proceeds to the Friends of the Library.

- FOL Board will be sending out a notice for new Board members, and are working on plans for a membership drive after January 1

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

No one from the Foundation represented at this meeting.

5. Approval of Minutes –9/23/2020 BARLD Special Session and 10/21/20 Regular Monthly Session (Michele Grauerholz)

Michele Grauerholz made a motion to approve the minutes of the BARLD Special Session on September 23, 2020. Kathleen Banse seconded, and the motion passed unanimously.

Michele Grauerholz made a motion to approve the minutes of the BARLD Regular Monthly Session on October 21, 2020. Kathleen Banse seconded, and the motion passed unanimously.

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

Deborah Neubauer presented the following reports:

- October 2020 Monthly Interest and Balance sheet per Institution/Account, and monthly total sums, dated October 31, 2020; prepared and signed by Deborah Neubauer.

Deborah Neubauer explained the following transfer of funds from SAMCO to Broadway Bank of Texas in the amount of \$466,077.95:

- \$256,950.51 from the SAMCO Cap. Mkt Programming Account (restricted) to Broadway Bank of Texas
- \$136,220.15 from the SAMCO Cap. Mkt Reserve Funds (unrestricted) to Broadway Bank of Texas
- \$62,542.05 from the SAMCO Cap. Mkt Building Expansion (unrestricted) to Broadway Bank of Texas

Deborah Neubauer made a motion to approve the following transfer of funds in the amount of \$466,077.95:

- \$256,950.51 from the Broadway Bank to Texas Class Programming Account (restricted)
- \$136,220.15 from the Broadway Bank of Texas to Texas Class General Fund (unrestricted)
- \$62,542.05 from the Broadway Bank of Texas to Texas Class Special Fund (unrestricted)

Michele Grauerholz seconded, Kathleen Banse recused herself from the vote, and the motion passed unanimously with the remaining Trustees.

Deborah Neubauer made a motion to approve the withdrawal of \$150,575.60 from Sonora Bank to Broadway Bank of Texas via Cashier's Check then approve a transfer of those funds to Texas Class General Fund (unrestricted). Michele Grauerholz seconded, Kathleen Banse recused herself from the vote, and the motion passed unanimously with the remaining Trustees. This transaction will close the account with Sonora Bank. Deborah stated she will need the signed minutes of the BARLD Regular Monthly Session on October 21, 2020 when she closes the Sonora Bank money market account.

Deborah reported Security Services FCU CD #81, in the amount of \$34,052.16 matured on November 15, 2020. Deborah Neubauer made a motion to close out Security Services FCU CD #81 and transfer the funds to Broadway Bank of Texas then approve those funds to be transferred to Texas Class General Fund. Michele Grauerholz seconded, Kathleen Banse recused herself from the vote, and the motion passed unanimously with the remaining Trustees.

Deborah Neubauer made a motion to approve the transfer of the remaining funds in the Broadway Bank of Texas Checking account - \$5,997.45, to the Texas Class Special Fund (unrestricted); which will close both checking and money market accounts at Broadway Bank of Texas. Michele Grauerholz seconded, Kathleen Banse recused herself from the vote, and the motion passed unanimously with the remaining Trustees. Once all

funds are transferred from Broadway Bank to Texas Class as approved above, the Broadway Bank of Texas Account will be closed.

Deborah reported Randolph Brooks FCU CD #8189 matures on November 20, 2020 and will automatically renew for six months as this is a County Restricted Fund.

Deborah Neubauer made a motion to approve the transfer of \$61,404.00 – last year’s expenses for programming per the Auditor– from Texas Class Programming to Texas Class General Fund. Michele Grauerholz seconded, Kathleen Banse recused herself from the vote, and the motion passed unanimously with the remaining Trustees.

Deborah Neubauer made a motion to approve the transfer of \$100,000 from First United Bank of Texas to Texas Class General Fund. Michele Grauerholz seconded, Kathleen Banse recused herself from the vote, and the motion passed unanimously with the remaining Trustees. Last month \$100,000 was approved to be transferred from First United Bank of Texas to Texas Class General fund. It was not completed and will also be transferred this month.

Deborah stated that all trustees are signers on the First United Bank of Texas accounts. Loretta Mammen and Kathleen Banse need to be removed as signers; and Judith Fleming will need to be added as a signer. Deborah suggested that the Trustees wait until December to update the signatures.

Deborah stated Loretta Mammen needs to be removed as a signer on the Randolph Brooks FCU accounts, and Judith Fleming added as a signer.

Deborah stated that she and Donna Harris are the only signers on the Texas Class accounts; and asked the Trustees if they should add the other Trustees as “viewers” on those accounts – to which they agreed. Deborah Neubauer made a motion to add Kathleen Banse, Michele Grauerholz, and Judith Fleming as “viewers only” to the Texas Class accounts. Michele Grauerholz seconded, and the motion passed unanimously.

- October 2020 Bulverde Area Rural Library District Profit and Loss Statement Budget Performance 2020-2021, with Year-To-Date and Monthly overviews, prepared and signed by Deborah Neubauer.

7. 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 \$8,176.69 paid automatically via online banking. Kathleen Banse seconded, and the motion passed unanimously.

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

Donna Harris commended Susan and the Library Staff for all they do for the library and their efforts to meet the needs of the public in spite of the difficulties the pandemic has imposed on the facility and staff. Susan praised the staff for all they do and have done—as evident in her report—during these challenging times. She stated that this month marks her 12th anniversary as Library Director and it’s been her pleasure to have served the Board and the community throughout all the changes and challenges of the library expansion and the COVID pandemic.

Susan displayed her work in progress for the new Mammen Family Public Library website, which she hopes to complete by the end of the year. Trustees agreed that the website looks more up to date and “neat”.

Kathleen Banse asked if all the warranty work regarding the library expansion project has been completed; Susan stated that some roof repairs were recently completed; and the damage on the Children’s Pole has been patched, and we are planning the design of an architectural film which will be applied over the pole.

Kathleen asked if a discussion item regarding discussing some changes to the library façade—which were in the architectural renditions of the library expansion but valued engineered—can be added to the agenda for the next Regular Monthly Session in December; Susan said she will put it on the agenda.

9. Discussion/Action Item on policies – amend bylaws for new meeting date

Donna Harris discussed amending the bylaws to change the BARLD Regular Monthly Session from the third Monday of the month because the day conflicts with obligations of one of the Trustees. The Trustees agreed that meeting at 9:30 a.m. on the third Thursday is doable.

Deborah Neubauer made a motion to amend Board Policies Chapter A – By Laws, Article IV – MEETINGS, Section A4.1, which states: *Regular meetings of the BARLD Board of Trustees shall be held on the third Monday of the month unless voted otherwise by the Board of Trustees by resolution of the Board*; to state the following: *“Regular meetings of the BARLD Board of Trustees shall be held on the third Thursday of the month unless voted otherwise by the Board of Trustees by resolution of the Board”*

Michele Grauerholz seconded, and the motion passed unanimously.

Donna Harris scheduled the next Regular Monthly Session of the Board of Trustees at 9:30 a.m. on December 17, 2020.

10. Discussion/Action to review the Planning Calendar and schedule the next Trustee meeting for December 2020


Susan will revise the Planning Calendar per discussion.

Adjourn:

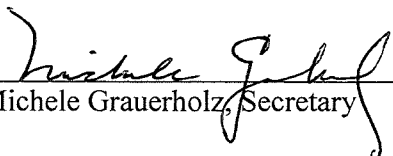
Donna Harris thanked those who attended the meeting and adjourned the Regular Monthly Session of the Board of Trustees’ at 4:38 p.m. to be followed by a reception for the outgoing and incoming Trustees.

Respectfully submitted,
Jewel M. English

Approved:



Donna Harris, President



Michele Grauerholz, Secretary