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BULVERDE AREA RURAL LIBRARY DISTRICT
Regular Monthly Session
October 21, 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, Judith Fleming, Misty Bennett, Michael Del Toro, Scot Woodland, Susan Herr, and Jewel English.

1. Public Comments:

A member of the public, Mya Cantu, had signed up to attend the BARLD meeting, and provide a public comment. She was unable to attend, and provided her comment in writing on October 19. As a courtesy, Donna Harris forwarded this comment to each of the board members to read prior to the meeting. At the meeting, each trustee stated that they had read the comment, and the meeting proceeded without further comment or discussion.

The comment is:

"Because the MFP Library is the only library in the Bulverde Area Rural Library District (BARLD) that owns library reference materials, and because the BARLD Trustees have banned "all persons over the age of two" (Mammen) who cannot wear a mask for personal or medical reasons from entering the premises, which includes access to library reference materials, the MFP Library has monopolized the commodity of library reference materials in the Bulverde Area Rural Library District which is unlawful under Section 26, Article 1 of The Texas Constitution which states: "...monopolies are contrary to the genius of a free government, and shall never be allowed..." Therefore I respectfully insist it be the right of the patrons on the MFP Library premises to choose of their own free will whether or not to follow the mask guidelines.

2. Discussion/Action Item from the Friends of the Library (Mary Lu Zellers)

No one from the FOL represented at this time. FOL were conducting their monthly meeting at the time of this meeting.

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

Jewel English reported for Cornelia Beach:

- The Foundation did not meet this month but had a committee meeting to address issues related to upcoming new website possibilities
- They are focusing on how to get their story told, how to communicate with our supporters—especially through social media.

4. Discussion/Action on the 2019-2020 audit (ABIP CPAs Michael Del Toro and Scot Woodland)

Michael Del Toro, presented the Annual Financial Statements of the Bulverde Area Rural Library District Year Ended June 30, 2020. He stated ABIP will file the opinion—"the financial statements of Bulverde Area Rural Library District (the District), which comprise the respective financial position of the governmental activities and each major fund as of June 30, 2020, and the respective changes in financial position for the year then ended, and the disclosures (collectively, the "financial statements"), for the purpose of expressing opinions as to whether the financial statements are presented fairly, in all material aspects, in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP)—which is the highest opinion that

can be rendered. He and Scot Woodland commended BARLD Trustee, Deborah Neubauer, Cathy Mandelbaum and Susan Herr for providing documents and information when needed. ABIP will provide a final, bound copy of the audit to the BARLD.

5. Approval of Minutes – 9/23/2020 Online BARLD Regular Monthly Session (Kathleen Banse)

Kathleen Banse made a motion to approve the minutes of the BARLD Regular Monthly Session on September 23, 2020. Deborah Neubauer seconded, and the motion passed unanimously.

The minutes of the BARLD Special Session on September 23, 2020 will be on the agenda for approval at the BARLD Regular Monthly Session in November.

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

Deborah Neubauer presented the following reports, and will submit the financial reports with her signature for Cathy Mandelbaum to file accordingly:

- September 30, 2020 Monthly Interest and Balance sheet per Institution/Account, and monthly total sums, dated September 30, 2020
- First Quarter Balance and Interest sheet per Institution/Account dated September 30, 2020

Deborah Neubauer made a motion that the BARLD close the following financial accounts and place the funds in Texas Class – Broadway Bank of Texas accounts ending in x0658 and x6365; SAMCO accounts ending in x065, x180 and Programming Cash available only x321; Security Service FCU account ending in x81 (when it matures 11/15/20); Sonora Bank account ending in x1275. Loretta Mammen seconded, Kathleen Banse recused herself from the vote, and the motion passed unanimously with the remaining Trustees.

Deborah Neubauer made a motion that \$100,000 from First United Bank of Texas account ending in x637 be transferred to Texas Class. Michele Grauerholz seconded, Kathleen Banse recused herself from the vote, and the motion passed unanimously with the remaining Trustees.

Deborah Neubauer stated:

- She will report the totals regarding these transactions at the BARLD Regular Monthly Session in November
- She received the letter from the SAMCO confirming the final payment on the original debt
- She completed the Texas Public Funds Investment Act training

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 \$6,039.88, 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 on all their efforts in reopening the library for patrons to access library resources, use the computers and Wi-Fi, and commended her foresight in splitting the staff into two teams working alternating days as a measure to ensure—as much as possible—the safety of the staff, and a plan to keep the library open should one of the teams need to quarantine due to COVID.

Susan reported:

- She would like the door count to be higher but under the current circumstance, acknowledges that it's better than not being open at all
- We're tracking the number of people voting at the library—which averaged about 800-900 during the first week of early voting
- She is working on the new Mammen Family Public Library website
- FOL gave the library 90% of Book Nook Sales in September, and funds from the Big Give 2020 Fundraiser

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- Ashley Aguillon, Adult Programming Specialist, joined the library staff this week and began training with Bethanie Corder and Debbie Soelberg

Loretta Mammen mentioned the monthly Sales Tax Report was not included in their Board packet, and asked if she will send it to the Trustees; Susan agreed to do so.

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

Susan presented the BARLD Fiscal Year 2020-2021 Budget, amended October 21, 2020.

Donna Harris stated she would not sign a budget that isn't balanced, and asked Susan to add a line item under Total Expenses: "Uncommitted Available Funds" with the corresponding figure that will present a balanced budget. Susan agreed, and will submit the BARLD Fiscal Year 2020-2021 Budget to the Trustees with these changes.

Deborah Neubauer made a motion to approve the BARLD Fiscal Year 2020-2021 Budget with the added line item under Total Expenses: "Uncommitted Available Funds" with the corresponding figure that presents a balanced budget. Loretta Mammen seconded, and the motion passed unanimously. Donna Harris stated, with these changes, she would sign the BARLD Fiscal Year 2020-2021 Budget.

10. Discussion/Action Item on policies:

a. Public: Memorials/Gifts

Donna Harris commended Michele Grauerholz and Loretta Mammen for working on and revising the BARLD Memorial Policy; which clearly states the BARLD guidelines, standards, and procedures for dedicatory donations. Kathleen Banse commended Susan on the updated Mammen Family Public Library Paver form and asked if it could include information on donation plaques that would merit recognition on the Mammen Family Public Library donor wall. Susan said she would work on a creating a format for plaque recognition on the donor wall.

11. Discussion/Action Item to schedule the next Trustee meeting for November

Michele Grauerholz mentioned, due to family obligations in caring for her mother, she is not able to meet on Mondays. Donna Harris asked the Trustees if meeting on the third Thursday is doable—all were agreeable.

Deborah Neubauer made a motion to move the Regular Monthly Session of the Board of Trustees to the third Thursday. Michele Grauerholz seconded. Discussion followed.

Susan reminded the Trustees that moving the Regular Monthly Session of the Board of Trustees to the third Thursday would require a change in the BARLD Policies, Chapter A—By Laws, Article IV—MEETINGS, Section A4.1, as the policy currently states the Regular Monthly session of the BARLD is on the third Monday of the month.

Deborah Neubauer amended her motion, and moved to schedule the next Regular Monthly Session of the Board of Trustees at 3:30 p.m. on November 19, 2020. Loretta Mammen seconded, and the motion passed unanimously.

Deborah Neubauer asked if it would be possible to have the November BARLD Regular Monthly Session in person and at the library, stating it would be nice to meet the new Trustees in person when they are sworn in at that meeting.

Susan stated that after voting is over on November 3, she planned—once again—to use all three meeting rooms as a public area for people to use computers, access Wi-Fi, read and study. Although it would require moving tables and computers again, if the Trustees and attendees spread out—per social distancing requirements—holding the meeting in person at the library is doable unless COVID numbers prevent otherwise.

Donna Harris asked that a discussion/action item to amend the BARLD Policies, Chapter A–By Laws, Article IV–MEETINGS, Section A4.1, be included on the agenda for the BARLD Regular Monthly Session in November.

Donna Harris stated the new Trustees are required to complete a 2-hour training on the requirements on open meetings within 60 days of their swearing in as BARLD Board of Trustees. The links to the training are available on the library website: <https://mfplibrary.libguides.com/about/BARLD>, Trustee Resources.

Donna Harris thanked Susan not only for updating the BARLD Board Planning Calendar and providing the document in their monthly board packet, but also for doing a number of other tasks for the Trustees that would otherwise require them to handle.

Deborah Neubauer reminded the outgoing Trustees they need to sign the requisite signature cards to remove themselves as BARLD Trustee signees at the financial institutions to which they were authorized as designated signers on those BARLD accounts.


Adjourn:

Donna Harris adjourned the Regular Monthly Session of the Board of Trustees' meeting at 5:05 p.m.

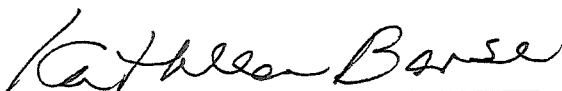
Respectfully submitted,

Jewel M. English

Approved:



Donna Harris, President



Kathleen Banse, Secretary