

**BULVERDE AREA RURAL LIBRARY DISTRICT**  
**Regular Monthly Session**  
**April 27, 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: Susan Herr, and Jewel English.

PRAYER AND PLEDGES TO THE FLAGS

Kathleen Banse offered the prayer.

1. Approval of Minutes - 3/16/20 BARLD Regular Monthly Session (Kathleen Banse)

Kathleen Banse made a motion to approve the minutes of the BARLD Regular Monthly Session on March 16, 2020. Deborah Neubauer seconded, and the motion passed unanimously.

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

a. 3<sup>rd</sup> quarter report

Deborah Neubauer presented the following reports:

- March 2020 Monthly Interest and Balance sheet per Institution/Account, and monthly total sums, dated March 31, 2020
- Bulverde Area Rural Library District Profit and Loss Statement with Bills, Budget Performance 2019-2020, with Year-To-Date and Monthly overviews, dated March 31, 2019 prepared by Deborah Neubauer and Cathy Mandelbaum
- Third Quarter Interest and Balance Sheet for January 1 - March 31, 2020. Deborah Neubauer made motion to approve the Third Quarter Interest and Balance Sheet for January 1 - March 31, 2020. Loretta Mammen seconded, and the motion passed unanimously.

3. 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 \$12,705.05 to be paid automatically via online banking. Kathleen Banse seconded, and the motion passed unanimously.

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

The Trustees commended Susan and the Library Staff on how well they adapted to the changes in library services, the constraints on the staff as they strived to meet the needs of the public as much as possible, and handle library business, during the COVID-19 pandemic and the Shelter In Place order.

Susan reported on the MFP Library Re-Opening Plan – by Phase included in the Board Packet; and the Governor's Report to Open Texas dated April 27, 2020:

MFP Library Re-Opening Plan – Phase 1 started on April 24:

- Curbside pickup of reserves - people are glad they can get their reserves again
- Staff has caught up on the reserves but were averaging about 12 pages/day, 25-30 people per page
- Circulation staff place the reserves on a table next to the curb by the Drive-up window, patrons are instructed not to get out of their vehicle to retrieve their items until the staff are back in the building
- Continue quarantine of materials
- Continue online programs

- Currently no more than 4-7 staff are in the library at a time
- Staff have been issued face masks, and maintain the necessary 6 feet social distancing while working in the library

Phase 2:

- We do not anticipate the Library opening to the public before mid-May
- Will set up areas for computer use with people registering in advance and for restricted time limits
- Areas of use will be sanitized regularly, people using the areas will need to use hand sanitizer prior to entering the designated areas
- Reopen Drive up window pickup: staff will wear face masks and gloves; drivers will wear masks or pick up their items curbside from the table
- Online programs will continue
- Quarantine of materials will continue

Susan emphasized this is a re-opening “plan” and may be modified or changed depending on circumstances regarding COVID and other guidelines.

Kathleen Banse asked about using plexi-glass shields within the library; Susan stated she is looking into how they would be mounted at the most vulnerable areas of the library, such as the circulation desk.

Susan discussed the Sales Tax Projection provided by Sales Tax Assurance, which indicates we may be down as much as 20% in the next year. She stated she will need to cut the operating budget significantly – the biggest expenses are payroll, mortgage, building maintenance, and utilities. The Trustees offered suggestions to help meet the budget constraints:

- Deborah Neubauer: will contact and negotiate the payment plan with the mortgage holder; Reserve Funds could be used if necessary
- Loretta Mammen: cutting library hours will reduce the cost for utilities and staff
- Michele Grauerholz: will research available stimulus money/resources
- Kathleen Banse suggested Michele contact Rhonda Zunker, BSB Chamber president as an information source

Susan stated we will also negotiate terms with current maintenance contractors.

5. Discussion/Action Item to schedule the next Trustee meeting on May 18, 2020

The next Regular Monthly Session of the Board of Trustees will be at 3:30 p.m. on May 18, 2020.

Adjourn:

Donna Harris adjourned the Regular Monthly Session of the Board of Trustees’ meeting at 4:22 p.m.

Respectfully submitted,

Jewel M. English

Approved:

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Donna Harris, President

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Kathleen Banse, Secretary