

BULVERDE AREA RURAL LIBRARY DISTRICT
Regular Monthly Session
March 16, 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, and Michele Grauerholz were present and constituted a quorum. Also present were: Suzanne Kratz, Susan Herr, and Jewel English.

This session was held outdoors on the patio – and was open to the public – due the library facility being closed to the public because of the Coronavirus.

1. Public Comments

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

Donna Harris made a motion to table all discussion/action items until the next BARLD Regular Monthly Session on April 20, 2020 with the exception of Discussion/Action Items 4, 5, 6 and 7. Loretta Mammen seconded, and the motion passed unanimously.

Susan Herr asked if the Trustees would discuss item number 8, the Library Directors Report with respect to the Library closing. Deborah Neubauer made a motion to amend the motion to include discussing Discussion/Action Item 8. Donna Harris seconded, and the motion passed unanimously.

4. Discussion/Action Item on the Building Expansion (Susan Herr)

a. Approval of construction related bills: O'Haver and Marmon Mok (Deborah Neubauer)

Deborah Neubauer made a motion to pay the O'Haver Contractors bill up to \$150,000 as long O'Haver Contractors sends Mammen Family Public Library a signed statement showing the amount owed and a zero balance. Loretta Mammen seconded and the motion passed unanimously.

Deborah Neubauer made a motion to pay the Marmon Mok bill in the amount of \$5,637.00. Loretta Mammen seconded, and the motion passed unanimously.

5. Approval of Minutes 2/19/20 BARLD Regular Monthly Session (Deborah Neubauer)

Deborah Neubauer made a motion to approve the minutes of the BARLD Regular Monthly Session on February 19, 2020. Michele Grauerholz seconded, and the motion passed unanimously.

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

Deborah Neubauer presented the following reports:

- February 2020 Monthly Interest and Balance sheet per Institution/Account, and monthly total sums, dated February 29, 2020
- Bulverde Area Rural Library District Profit and Loss Statement with Bills, Budget Performance 2019-2020, with Year-To-Date and Monthly overviews, dated February 29, 2020 prepared by Deborah Neubauer and Cathy Mandelbaum

Deborah Neubauer stated:

- We may see a drop in the interest due to the Federal Reserve cutting interest rates this week
- The SAMCO Capital Market Building Expansion account will be kept in reserve for now

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 \$20,982.95 to be paid automatically via online banking. Loretta Mammen seconded, and the motion passed unanimously.

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

Donna Harris commended Susan on how well she and the Staff are handling the Library closing.

Susan discussed the MFPL Emergency Preparedness Pandemic or Outbreak document and the procedures the staff are now implementing, stating that as long as necessary, the staff will do what they can to help the public deal with the Library being closed and the cancellation of Library programs. The overwhelming consensus is the public is appreciative of all that we're doing during the closing:

- All library programs and private meetings have been cancelled until further notice
- The Drive-through Book Drop is in full service – a staff person is in the Drive-through area at all times to help patrons pick up their reserves, make copies of documents, send faxes, they can even check out games (2 per family) on the fly
- Kristin Bowman, Adult Services Librarian, purchased more digital resources for adults and children
- Bethanie Corder, Programming Coordinator is working on video conferences for some of the adult programs – GED, ESL and the language classes; she and Debbie Soelberg are working on putting together watercolor and craft kits that people can pick up at the Drive-through window, and do at home
- Montana Rindahl, Youth Services Librarian, put together book bundles – pre-made bags of children's books, and DVDs for parents to check out without having to reserve them; additionally, people can email her if they want a collection of specific books
- Overall, the staff outlook is that if these measures – and any others we can think of – will help patrons deal with having kids at home all day, and/or not being able to shop or go to movies.... they are happy to do what they can to ease the uncertainty and confusion with regard to current events.

14. Discussion/Action Item to schedule the next Trustee meeting April 20, 2020

The next Regular Monthly Session of the Board of Trustees will be at 3:30 p.m. on April 20, 2020.

Loretta Mammen mentioned that the Trustees will review policies: Chapter A – Bylaws, A1-A4 at the next monthly session, and the Calendar for Reviewing Polices of BARLD will change accordingly.

Adjourn:

Donna Harris adjourned the Regular Monthly Session of the Board of Trustees' meeting at 3:59 p.m.

Respectfully submitted,

Jewel M. English

Approved:

Donna Harris, President

Kathleen Banse, Secretary