

BULVERDE AREA RURAL LIBRARY DISTRICT
Regular Monthly Session
December 17, 2020

CALL TO ORDER

Donna Harris, President, called the Board of Trustees' Regular Monthly Session via online Zoom meeting to order at 9:30 a.m.

QUORUM

Board Trustees Donna Harris, Deborah Neubauer, Michele Grauerholz, and Judith Fleming were present and constituted a quorum. Also present were, Dale Pillow, Suzanne Kratz, Pat Rodriguez, Susan Herr, and Jewel English.

1. Discussion/Action Item on appointing new Trustee

Donna Harris reported; at the BARLD Special Session held at 9:00am on December 17, 2020, Trustees discussed appointing Dale Pillow as a Trustee for the vacant position created when Misty Bennett decided not to accept her position on the BARLD Board of Trustees. Donna reported that Dale Pillow has an extensive resume and will be of great resources to the board. There were no other applicants.

Deborah Neubauer made a motion to appoint Dale Pillow as a BARLD Board Trustee. Michele Grauerholz seconded, and the motion passed unanimously. Donna Harris performed the Oath of Office, and Dale Pillow was sworn in as BARLD Board Trustee; she will serve as Vice President.

2. Public Comments:

Mya Cantu comments on December 17, 2020 as read by BARLD Board Trustee, Judith Fleming - Mya Cantu was not present at this meeting:

" Good Afternoon Ms. Harris. Below is my remonstrance against the MFP Library mask requirement. As I am unable to attend the upcoming BARLD Zoom Meeting, I would appreciate it if you could forward this email to the BARLD Trustees so that they may review it during the meeting in my place. Thank you again for considering my comments as you review the library policies this January.

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."

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

Suzanne Kratz reported:

- FOL approved the 2021 Budget
- FOL annual meeting usually held in January will be postponed, the date to be determined
- FOL is seeking positions for their Board

- Donna Harris encouraged all BARLD Trustees to join the Friends of the Library

4. Discussion/Action Item from the Foundation of the Library (Pat Rodriguez) Pat Rodriguez reported:

- Foundation had their bi-monthly meeting in November, the next scheduled meeting will be in January 2021
- Foundation will have their annual Stay At Home and Read a Book Ball in February 2021
- Foundation have eight board members and are looking for others to join the board
- Foundation is working on marketing, and re-branding the Foundation image to make a bigger impact
- Donna Harris asked Pat to encourage Foundation Board members to join the Friends of the Library

5. Approval of Minutes –11/19/2020 Online BARLD Regular Monthly Session

Michele Grauerholz made a motion to approve the minutes of the BARLD Regular Monthly Session on November 19, 2020. Deborah Neubauer seconded. The motion passed, with Dale Pillow abstaining.

6. Discussion/Action Item on Financial Report (Deborah Neubauer) Deborah Neubauer presented the following reports:

- November 2020 Monthly Interest and Balance sheet per Institution/Account, and monthly total sums, dated November 30, 2020; prepared and signed by Deborah Neubauer.

Deborah clarified the purpose of the various financial accounts for the edification of the new Trustees

- Bulverde Area Rural Library District Profit & Loss Budget Performance 2020-2021, with Year-To-Date and Monthly overviews, dated November 30, 2020; prepared and signed by Deborah Neubauer.

Deborah noted the year to date should be Jul-Nov20 and three cells in the document are not indicating the numerical reference - an updated BARLD P&L report will be submitted to the Trustees.

Deborah reminded the Trustees that signature cards would need to be signed at the financial institutions in January 2021:

- First United Bank: all Trustees
- Randolph Brooks FCU: Michele Grauerholz added; Loretta Mammen removed
- Texas Class: Donna Harris and Deborah have full access; all other Trustees will sign as Read Only

Deborah Neubauer reported; during the BARLD Special Session held at 9:00am on December 17, 2020, the Trustees discussed employee COVID compensation for their diligence and to invigorate performance during this stressful time – she read the following:

“Resolution of the Board of Trustees of Bulverde Area Rural Library District regarding Staff Bonus During the COVID-19 Pandemic

WHEREAS, on March 11, 2020, the World Health Organization characterized COVID-19 as a pandemic;

WHEREAS, on March 13, 2020, the Governor of the State of Texas certified that COVID-19 posed an imminent threat of disaster and declared a state of disaster for all counties in Texas;

WHEREAS, the Board acknowledges that during the pandemic, staff members endure hardship and stress regarding changes in work expectations and the risk of virus exposure,

WHEREAS, the Board finds that a bonus paid to staff during this pandemic serves the public purposes of reinvigorating and retaining staff,

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of the Bulverde Area Rural Library District approves the Director to pay bonuses to staff during a pandemic to acknowledge significant changes in employment expectations.

Adopted this 17th day of December 2020, by the Board of Trustees: Donna Harris, President, Dale Pillow, Vice President, Deborah Neubauer, Treasurer Michele Grauerholz, Secretary and Judith Fleming, At Large”

Deborah Neubauer made a motion to approve the resolution on employee compensation. Dale Pillow seconded, and the motion passed unanimously.

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 \$7,564.43 paid automatically via online banking. Michele Grauerholz 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 how much they do under the current circumstances. Susan reported the circulation and door count numbers are not as high as desired but higher than other libraries, and that we are overall doing well.

Susan reported that keeping the staff safe as much as possible, yet having the library open and its resources available to the public as much as possible is challenging. She reported the staff COVID assessment team met and agreed on some revisions to the COVID-19 Workplace Health and Safety Plan. The revised plan outlines the protocol should one of the Staff Teams (A or B) which work alternating days, need to be out of the library due to a team member testing positive for COVID. The team that goes “out” will work from home for at least five days then test for COVID.

A plan is now in place where a few people from the opposite team - the “in team” - will cover the circulation needs while the other team is out; the library will be closed for browsing on the days the team that is “out” would have been working in the library; however, the computer area will be open for studying and Wi-Fi use as usual; and circulation needs will be handled at the Drive-up window and the walk-up window in the foyer; these services will be available Monday through Friday. Browsing in the library will remain as is on the days the “in team” is working in the library. Susan reiterated this plan is subject to change depending on how the circumstance of this pandemic evolves.

9. Discussion/Action Item on strategic planning (Donna Harris)

Donna will send the strategic plan to the Trustees to review, and asked Susan to include this discussion action item on the BARLD Regular Monthly Session agenda in January.

Donna mentioned the changes previously discussed regarding the library façade – which were in the architectural renditions of the library expansion but valued engineered. She asked Susan to send out RFQ to remodel the front of the library in the likeness of the original rendition, and have the bids available to present at the January meeting if possible.

Susan asked the Trustees if they still want to consider adding doors to the public restrooms located in the foyers – which would not only provide a sound barrier between the restrooms and the public areas; but also more privacy, especially regarding the visibility of the infant changing tables as people walk past the restrooms.

Susan mentioned that Denelle Wrightson may have had doors on the original building expansion plans and will contact her about the possibility of adding doors to the restrooms.

10. Discussion/Action Item to review the Planning Calendar and schedule next Trustee meeting for January 2021


- Policy review: Trustees will discuss/review the Internal Policy in a separate meeting in January or early February; Donna Harris will send the Trustees 3-4 dates to consider, then set the date.
- Health Insurance: Susan reported that she and staff that are eligible for group health insurance met with a new company, Sana Health Care, which appears to be comparable in cost to our current health care provider – TML Health Benefits Pool – but is less known, and the staff were uncomfortable in switching providers at this time to a lesser known provider, and preferred to stay with TML. Donna asked Susan to look into getting other quotes from other health insurance companies.

The next Regular Monthly Session of the Board of Trustees will be via Zoom meeting at 9:30 a.m. on January 21, 2021.

Adjourn: Donna Harris adjourned the Regular Monthly Session of the Board of Trustees' meeting at 10:31 a.m.

Respectfully submitted,

Jewel M. English Approved:



Donna Harris, President



Michele Grauerholz, Secretary