

BULVERDE AREA RURAL LIBRARY DISTRICT
Regular Monthly Session
February 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: Clare Helminiak, Cornelia Beach, Bev Lemes, Susan Herr, and Jewel English.

PRAYER AND PLEDGES TO THE FLAGS

Kathleen Banse offered the prayer and all present stood for the pledges of allegiance to the flags of both the United States and Texas.

1. Public Comments

Donna Harris mentioned a note from First United Bank, thanking BARLD for being a valued customer for nineteen years.

Susan Herr thanked Donna for her response to the *Next Door* – a social networking platform for local communities and neighbors – correcting the misinformed comments posted on the site about the Mammen Family Public Library. Susan passed out the handout that Katie Paul, Marketing Specialist, created, “*Mammen Family Public Library, 2019 In Review*” – which contains information about the library, patron’s use and social media stats, library services and programs, volunteer hours, and ongoing support for the library from various organizations. The information will be available on the website and in the library; hopefully the information will correct some misconceptions regarding Mammen Family Public Library.

Loretta Mammen asked Susan if we can prepare a *fact sheet* that can be mailed and/or available for the public. Susan said she will discuss this with Katie Paul.

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

Suzanne Kratz reported:

- The first board meeting with the 2020 FOL Board will be today at 5:00pm
- The FOL will be participating in the San Antonio Area Foundation Big Give on March 26
- The FOL Book and Author Event will be on Friday, February 21 from 11:00am – 2:00pm

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

Cornelia Beach reported:

- The Foundation is working on another Community Round Table Discussion Group – the topic will be on civics
- 20-30 people participated in the Wine and Cheese Event and/or The Stay At Home and Read a Book Ball on Friday, February 14. She and Montana read poetry, and a good time was had by all.
- Cornelia presented the Foundation’s Promotional Video on the library, which will be used to promote the library at various events, and posted on the library website

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

- a. Notice of Claims from O’Haver Contractors and responses attorney

Susan Herr stated that the attorney had contacted O'Haver's attorney regarding the Notice of Claims, letting them know the contract documents do not allow for them to charge if they can't finish early so these claims were not valid. Their attorney responded that they believed the claims were valid.

Loretta Mammen mentioned that the Trustees should be certain that we get a release of lien from any contractors that may have liens against O'Haver Contractors that could affect the BARLD and Mammen Family Public Library.

Donna Harris mentioned that Don O'Haver contacted her to see if the two of them could meet and discuss how they might be able to resolve the claims between the BARLD/Mammen Family Public Library and O'Haver Contractors without getting the attorneys involved. The Trustees agreed that any communication regarding this matter should be handled by the respective attorneys for both parties. Donna Harris will send an email regarding this decision to Don O'Haver, and Cc: the Trustees.

b. Approval of Change orders 007 & 008

Kathleen Banse made a motion to approve Change Order Number 008, dated October 11, 2019, AIA Document G701-2017. Loretta Mammen seconded, and the motion passed unanimously.

Kathleen Banse made a motion to approve Change Order Number 007, dated October 11, 2019, AIA Document G701-2017. Loretta Mammen seconded, and the motion passed unanimously.

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

Deborah Neubauer made a motion to pay the O'Haver Contractors bill of \$13,272.84. Kathleen Banse seconded and the motion passed unanimously.

Deborah Neubauer presented O'Haver Contractors bill of \$157,235.15, and made a motion not to pay this last application at this time. Kathleen Banse seconded and the motion passed unanimously.

5. Approval of Minutes 1/15/20 Regular Meeting (Kathleen Banse)

Kathleen Banse made a motion to approve the minutes of the BARLD Regular Monthly Session on January 15, 2020. Deborah Neubauer seconded, and the motion passed unanimously.

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

Deborah Neubauer presented the following reports:

- January 2020 Monthly Interest and Balance sheet per Institution/Account, and monthly total sums, dated January 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 January 31, 2020 prepared by Deborah Neubauer and Cathy Mandelbaum

Deborah mentioned that the budget should be adjusted to better reflect the anticipated needs for the rest of the budget year. Some expenses were paid from the operating budget that should have been paid from the construction budget and a transfer will be made from construction account to operating account to reflect that.

Kathleen Banse asked if Susan will note if there is a 10% variance regarding a particular line item.

Deborah Neubauer made a motion to increase the monthly deposit into the operating budget from \$85,000 to \$100,000. Kathleen Banse seconded, and the motion passed unanimously.

Deborah Neubauer made a motion to take \$100,000 from the First United Bank of Texas account (x637) and add it into the Sonora Bank Money Market account or Texas Class investment account depending on interest

rates. Loretta Mammen seconded, Kathleen Banse recused herself from the vote, and the motion and it passed unanimously with the remaining Trustees.

7. Status of Conflict of Interest signatures (Deborah Neubauer)

This agenda item was tabled at this time.

8. Status of Bank Signatures (Deborah Neubauer)

Deborah Neubauer reported the Trustees have signed the requisite signature cards at the banking institutions as required; she reminded Susan that she needs to sign the signature card at Texas Regional Bank.

9. 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 \$12,105.41 to be paid automatically via online banking. Loretta Mammen seconded, and the motion passed unanimously.

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

Donna Harris commended Susan and the Library Staff for an excellent report. Susan reported:

- door counts and circulation numbers are up
- she will be more involved in the Makerspace, with grant writing and organization; Elizabeth Engelman, Teen Librarian, is helping to catalog everything that has to do with the Makerspace – not everything will be in circulation, but everything will be cataloged and identified
- Samantha Grisham – who will earn her MLS degree in May, and expecting a baby in June – took over as the Children's Programming Coordinator. Jeannette Leroy (was a library volunteer) was hired as a part-time Outreach Specialist
- Susan Grieger (was a library volunteer) was hired part-time to work in processing and cataloging

11. Discussion/Action Item on the Long Range/Strategic Plan (Susan Herr)

Presented the results to-date on the strategic goals/outcome, which is also posted online; and will have a draft of the Long Range/Strategic Plan for the Trustees review at the next BARLD Regular Monthly Session.

Bev Lemes suggested we create a brochure or bookmark on the history of the library available for the public.

12. Discussion/Action Item on policies: Chapter A, Bylaws, A1-4 and Chapter B, Public Policy, B1-B15 (Loretta Mammen)

Since the copies provided in the February Board Packets were not the most recent versions with corrections, Loretta Mammen asked Susan if she will provide hard copies of them as soon as possible.

Susan said she will send them electronically and will have copies in the Trustees' mailboxes tomorrow.

Loretta made a motion to delay the review of policies until the next Trustee meeting. Deborah Neubauer seconded, and the motion passed unanimously.

Loretta Mammen made a motion to move the review schedule down one month. Kathleen Banse seconded, and the motion passed unanimously. Loretta Mammen will have a revised policy calendar for the Trustees at the next Regular Monthly session.

13. Discussion/Action Item to schedule the next Trustee meeting March 16, 2020

The next Regular Monthly Session of the Board of Trustees will be at 3:30 p.m. on March 16, 2020.

14. Schedule Closed Session to determine performance review procedures

Trustees scheduled a CLOSED SESSION following the next Regular Monthly Session of the Board of Trustees on March 16, 2020, to determine performance review procedures, as authorized by the Government Code, section 551.074.


Adjourn:

Donna Harris adjourned the Regular Monthly Session of the Board of Trustees' meeting at 5:24 p.m.


Respectfully submitted,

Jewel M. English

Approved:



Donna Harris, President



Kathleen Banse, Secretary