

BULVERDE AREA RURAL LIBRARY DISTRICT
Regular Monthly Session
January 15, 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 and Ralph 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

Bev Lemes attended the Bulverde/Spring Branch Economic Development Foundation meeting, and commented on discussions from the Metropolitan Planning Organization – a local decision-making body that is responsible for overseeing the metropolitan transportation planning process – with regard to an access road entering 281 from Singing Hills, new developments in that area, Faithville, and by Strutty's Feed and Pet Supply, and GVTC.

2. Discussion/Action Item from the Friends of the Library (Clare Helminiak)

Clare Helminiak reported:

- FOL Annual Meeting will be at 5:30pm at the Library on January 23; FOL treasurer, Kathy Balasko resigned her position on the Board, and Eric Renth will fill her vacated position; Dale Pillow, Athena Houghtaling, and Mary Lu Zellers are candidates for the FOL Board
- FOL Butterfly Garden work-day will be February 27, and planting day will be on March 19; the 2020 Master Gardeners Class is a large group, and she may have more people to help with the Butterfly and Wildscape Gardens
- FOL Book and Author Literary Event will be at the Library on February 21; tickets will go on sale next week – cost is \$50, which includes a meal catered from Old River City Café. Authors: Marian McCarthy, Bryant Boutwell, and Joe Nick Patoski, will have books for sale and signing
- FOL Bus Trip - Donna Harris reported on upcoming excursions – more information to follow:
 - April 24: Battle of Flowers - Fiesta Parade
 - June: ~~Linda Krantz~~ "All Men Concert" *Linda Krantz*
 - mid Sept. - early Oct: Wittliff Collections Exhibit in San Antonio *dh*
 - late Oct: Fredericksburg "On-Your-Own Day"
 - Dec: Holiday Pops at the Tobin Center

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

Cornelia Beach reported:

- The Foundation's promotional video regarding the Foundation's Goals and Support of the Library should arrive this week
- The Life Long Financial Intelligence Symposium will be on Saturday, January 25: the 10:30am-12:30pm morning session is for teens, young adults and parents; the 2pm-4pm afternoon session is for adults of all ages
- The Foundation is hosting its annual "Stay Home and Read-A-Book Valentine's Ball" donation event, as well as an after-hours Valentine's Day Wine and Cheese Party at the Library on Feb 14 from 7pm - 9pm, minimum per person donation is \$40.

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

a. Notice of Claims from O'Haver Contractors and responses from Marmon Mok:

Susan reviewed history regarding the Notice of Claims from O'Haver and the responses from Marmon Mok. She asked the board for direction on how to proceed.

Loretta Mammen made a motion to refer all the notices of claims and responses from O'Haver Contractors and Marmon Mok Architecture, including documentation of any unresolved issues regarding the Library's construction/expansion project to the Library's attorney, Jason M. Rammel. Kathleen Banse seconded, and the motion passed unanimously.

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

Deborah reported that no bills needed approval at this time.

5. Approval of Minutes of the 12/9/2019 Special Meeting and Regular Monthly Session (Kathleen Banse)

Deborah Neubauer made a motion to approve the minutes of the BARLD Special Meeting on December 9, 2019. Kathleen Banse seconded, and the motion passed unanimously.

Deborah Neubauer made a motion to approve the minutes of the BARLD Regular Monthly Session on December 9, 2019. Loretta Mammen seconded, and the motion passed unanimously.

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

Deborah Neubauer presented the following reports:

- December 2019 Monthly Interest and Balance sheet per Institution/Account, and monthly total sums, dated December 31, 2019
- Second Quarter Totals dated December 31, 2019
- Bulverde Area Rural Library District Profit and Loss Statement with Bills, Budget Performance 2019-2020, with Year-To-Date and Monthly overviews, dated December 31, 2019 prepared by Deborah Neubauer and Cathy Mandelbaum

Deborah commented on the comparison of utility costs since the completion of the library expansion - they did not increase as much as she thought they might. Susan stated that converting the lights to LED, and the new HVAC system has helped our electricity use expenses.

Susan mentioned that some expenses were taken out of the Library's operating account and should have been taken out of the construction or capital campaign account. Deborah Neubauer will review these items with Cathy Mandelbaum and Jewel English before the February Regular Monthly Session.

Deborah Neubauer will notify the Trustees by early February, which signature cards they need to sign and at what banking institution.

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 \$11,564.17 to be 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 on an informative report, stating that it's great that the staff is involved in its content.

Susan mentioned:

- The possibility of a "next step" in the future of the Library might be a library kiosk; she will send information regarding such, to the Trustees
- Herb Block's "*The Long March*" exhibit will be at our library on March 1-15

- Using the Drive-Up Book Drop has been a problem since it's installation: it's hard for people to reach the chute from their vehicles, and it's difficult to push the books through the metal flap covering the opening. She is working with a company to extend the chutes for easier access.

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

Susan is working on the Long Range/Strategic Plan. She will review existing goals and new goals with staff. She is also referencing the 2016 Master Facilities Plan for the next goal for BARLD facilities. The plan mentioned kiosks and the Envisionware 24-hour kiosk seems a good option. She will send the Envisionware kiosk information, as well as a list of other companies using the kiosk, and suggested goals to the Trustees to review for the next meeting.

Clare Helminiak mentioned that although FOL did not get the San Antonio Area Foundation Grant – they applied for last year – she met with a representative from the SA Area Foundation last week, and learned that when we apply for a grant in the future, it would be best to state a specific purpose, the property area and demographics, and how the grant would benefit the people in that community. She said that a library kiosk could be a consideration in a grant application

10. Discussion/Action Item on policy review calendar (Loretta Mammen)

Lori Mammen outlined a plan to review and revise all policies as needed. The Trustees are to read, notate changes, and be prepared to discuss per this schedule:

- February: Chapter A, Bylaws, A 1-4 and Chapter B, Public Policy, B 1 - B 15
- March: Chapter B, Public Policy Attachments, B 16 - B 54
- April: Chapter D, Internal Policy, D 1 - D 14
- May: Chapter D, Internal Policy Attachments, D 15 - D 25
- June: Chapter C, Financial Policy, C 1 - C 22
- July: Chapter C, Financial Policy Attachments, C 23 - C 54

11. Discussion/Action Item on Board presence at library related meetings/events (Donna Harris)

Donna Harris asked the Trustees to sign the sheet of library related meetings/events that they will attend, and she will email the Trustees a list of those library related meetings/events they will be attending as a representative of the BARLD.

12. Discussion/Action Item to schedule the next Trustee meeting in February 2020

The next Regular Monthly Session of the Board of Trustees will be at 3:30 p.m. on Wednesday, February 19, 2020.

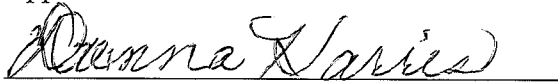
Adjourn:

Donna Harris adjourned the Regular Monthly Session of the Board of Trustees' meeting at 4:54 p.m.

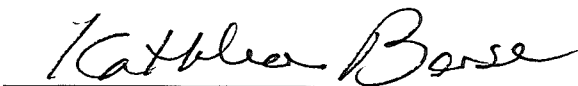
Respectfully submitted,

Jewel M. English

Approved:



Donna Harris, President



Kathleen Banse, Secretary