

BULVERDE AREA RURAL LIBRARY DISTRICT
Regular Monthly Session
January 21, 2021

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, Dale Pillow, Deborah Neubauer, Michele Grauerholz, and Judith Fleming were present and constituted a quorum. Also present were Suzanne Kratz, Mya Cantu, Susan Herr, and Jewel English.

1. Public Comments:

Mya Cantu presented the following comments: *"Good morning. My name is Mya Cantu and I request that the BARLD repeal the Library Bill of Rights Policy as conflicts with the Health and Safety Policy which states: "Under extenuating circumstances (e.g, to protect the health and safety of library staff and patrons), the Library Director may temporarily override, change, or disregard any of the policies included in this document." (Mammen) I also request that a new bill of rights policy be created, with emphasis placed upon community input and collaboration with the BARLD during the drafting stage of this document, as it should supersede all BARLD policy documents and embody the inherent freedoms that American citizens have under the U.S Bill of Rights, namely Amendment Nine of the U.S Bill of Rights which states: "The enumeration in the Constitution, of certain rights, shall not be construed to deny or disparage others retained by the people."*

Works Cited

Mammen Family Public Library. "MFP Library Health and Safety Policy." PDF File.

Donna Harris thanked Mya Cantu for her comments.

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

Suzanne Kratz reported:

- FOL met on January 20 and discussed the upcoming Board election: since the annual meeting was cancelled due to the pandemic, FOL members (currently about 135) will vote via electronic ballots; which will be sent to members next week. There are three positions on the ballot: two are returning board members
- The Board will meet after the election and determine the officers

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

No one from the Foundation represented at this meeting.

4. Approval of Minutes –December 17, 2020 Online BARLD Regular and Special Sessions, (Michele Grauerholz)

Deborah Neubauer made a motion to approve the minutes of the BARLD Special Session on December 17, 2020. Michele Grauerholz seconded, and the motion passed unanimously.

Deborah Neubauer made motion to approve the minutes of the BARLD Regular Monthly Session on December 17, 2020. Michele Grauerholz seconded the motion.

Dale Pillow stated a correction to the minutes: she was not present at the November meeting and abstained from approving the minutes. Donna Harris asked Michele Grauerholz to correct the minutes as stated; and the motion to approve the minutes as corrected passed unanimously.

Donna asked Michele to sign the corrected minutes, and take them to the library and she will sign them.

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

Deborah Neubauer presented the following reports:

- December 2020 Balance and Interest sheet per Institution/Account, and monthly total sums, dated December 31, 2020, prepared and signed by Deborah Neubauer.
 - Deborah Neubauer will correct the date in the “Notes column” regarding Randolph Brooks County Reserve CD #3; and Cathy Mandelbaum will send the Trustees the updated report.
 - The spreadsheet reports next month will not indicate the “closed” accounts
- Second Quarter 2020 Balance and Interest sheet per Institution/Account, dated December 31, 2020, prepared and signed by Deborah Neubauer.
 - Deborah Neubauer reminded the Trustees they will need to sign this report
- Bulverde Area Rural Library District Profit and Loss Statement with Bills, Budget Performance 2020-2021, with Year-To-Date and Monthly overviews, dated December 31, 2020, prepared and signed by Deborah Neubauer.
 - Deborah Neubauer will send the Trustees a frame of reference for item under Other Expenses: 6910 – Debt Service
 - The information will also be reported on the library website

Deborah Neubauer reported:

- She will take the signed minutes of the December BARLD Regular Session to the financial institution(s) which require that information.
- She and Donna Harris are signees on the Texas Class accounts; the other Trustees and Susan Herr will receive an email from Texas Class with a link to set up an account to “view only” those accounts.
- All Trustees need to write their user names and passwords to all bank accounts to which they have access, put that information in a signed, dated, and sealed envelope, give it to Cathy Mandelbaum, who will put the information in a locked file.

6. 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 \$6,559.39 paid automatically via online banking. Dale Pillow seconded, and the motion passed unanimously.

7. Discussion/Action Item on building

a. Asphalt/seal coating quotes

Susan presented quotes from four contractors to seal coat the asphalt on the library property. Due to the condition of the original asphalt at the library, and areas wearing away on the new asphalt, it was determined that the asphalt should be seal coated to preserve the life of the asphalt. All the contractors recommend seal coating all of the asphalt areas at the same time, working on sections of the asphalt at a time so that people can still access the library. This will protect all of the asphalt areas, and it would all look uniform; and they all agree that it is best to do this sooner than later. Susan stated the cost to do this work will come out of the building maintenance budget and needs the approval of the Board of Trustees.

The Trustees agreed to have all the asphalt areas seal coated as soon as possible and to inquire about a maintenance plan.

Deborah Neubauer made a motion to accept Luke’s Asphalt Paving and Seal Coating bid of \$17,690 to seal coat all of the asphalt areas on the library property. Dale Pillow seconded, and the motion passed unanimously.

b. Invitation for Bid (IFB), per Att. C-5 of financial policy, for building exterior improvements

Susan presented the draft of the Invitation for Bid (IFB) regarding the scope of work to upgrade the stucco exterior of the Mammen Family Public Library per the architect’s original proposal using metal and wood composite; and asked the Trustees if she can submit the invitation for bids. Donna Harris asked that the bids

include the cost to do all sides of the building per the architect's original proposal as well a breakdown of cost if only the front and sides of the building were done.

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

Donna Harris stated she is overwhelmed at how much Susan and the Library Staff continue to do with the restrictions COVID has inflicted on our community.

Susan stated:

- It might be a while before the library is operating as normal, and the staff will continue to work in two teams on alternating days. She will be joining the staff team that work on Mondays, Wednesdays (and alternating Friday/Saturday) in February; and going forward she may mix up the teams so that they can work with staff the have not been with in several month.
- Staff will need to get the COVID vaccine before working in the library without masks. Donna Harris said they would revisit this.
- The library is meeting all the guidelines in providing access to materials for the public: the front doors open at 9:00 a.m. for the public to use computers, study, and access to Wi-Fi and the print/copy station; she is considering opening the library to public browsing at 9:00 a.m.
- She is continuing work on the new website, and on the mobile app.
- She will send the Trustees who are having issues accessing their BARLD email account a password reset
- She will create a private page for BARLD documents that the Trustees can access, and a link for them to use to access their BARLD email accounts.
- Library District Discussion Group online meeting, January 29, 2021: Susan invited the Trustees to attend, stating the Legislative Update discussion with Mary Jo Fitch may be of interest to the Trustees.
- 1st Quarter Bulverde/Spring Branch EDF Membership online meeting: this is not a public meeting, however Mammen Family Public Library is a member of this group; Dale Pillow will represent the library.

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

Dale Pillow made a motion to accept the Bulverde Area Rural Library District Strategic Plan 2020-2022. Michele Grauerholz seconded, and the motion passed unanimously.

10. Discussion/Action Item on scheduling meetings (Donna Harris)

a. Schedule all day policy review:

Deborah Neubauer made a motion to schedule the policy review from 9:00 a.m. – 3:00 p.m. at the Library and via Zoom on February 10, 2021. Dale Pillow seconded, and the motion passed unanimously.

b. Confirm next BARLD Trustees Regular Monthly Session for February 18, 2021:

The next Regular Monthly Session of the Board of Trustees will be via online Zoom meeting at 9:30 a.m. on February 18, 2021.

c. Review planning calendar:

January:

- Request quotes as needed from Health Insurance Companies: Susan reported the staff reviewed and discussed other options and chose to stay with the current provider. Donna Harris stated no more action is needed with this.
- FOL Annual Meeting: the meeting was postponed, voting will begin soon.
- Attend quarterly Bulverde/Spring Branch Economic Development meeting–Tuesday, January 26, 2021, 3:00 p.m. online: Dale Pillow will represent Mammen Family Public Library.

- Winter Library Districts Meeting–Friday, January 29, 2021, 9:00 a.m. online: Susan will send the Trustees the minutes of this meeting; if they want to listen in or join the meeting, the link is provided in their Board packet

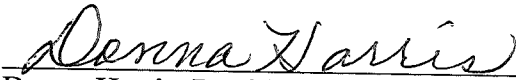
Adjourn:

Donna Harris adjourned the Regular Monthly Session of the Board of Trustees' meeting at 10:51 a.m.

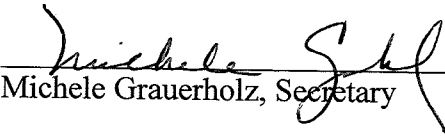
Respectfully submitted,

Michele Grauerholz, Secretary

Approved:



Donna Harris, President



Michele Grauerholz, Secretary