

**BULVERDE AREA RURAL LIBRARY DISTRICT**  
**Regular Monthly Session**  
**March 18, 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 and Susan Herr

1. Public Comments:

No one requested to attend this meeting.

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

Since the February meeting was cancelled the March meeting covered the business items from the February agenda. The Book Nook made approximately \$500 and Suzanne felt that this was very good considering they weren't available to offer much support. The boxes that have been set up for the "contactless" Book Nook donations have been working well and will probably continue to be used. New FOL officers were elected. President is Suzanne Kratz, Vice President is MaryLu Zellers, Treasurer is Linda Quintero, Secretary is Anne Marie Kimbell, Co-Secretary is Deborah Halstead, Committee Chair is JoEllen Towry, and the two At Large officers are Susan Shapiro and Athena Houghtaling. Dale Pillow asked if the FOL and the Foundation submitted monthly financial statements. Susan Herr said they are posted every month on the library website. Susan said that, when we can, it will be beneficial to have all four library organizations meet to discuss goals. All agreed.

3. Discussion/Action Item from the Foundation of the Library

No one from the Foundation attended this meeting.

4. Approval of Minutes –January 21, 2021 Online BARLD Regular and February 10, 2021 Special Session, (Michele Grauerholz)

Dale Pillow made a motion to approve the minutes of the BARLD Regular Monthly Session on January 21, 2021, and they were approved with corrections. Judith Fleming seconded, and the motion passed unanimously.

Deborah Neubauer made a motion to approve the minutes of the BARLD Special Session on February 10, 2021. Michele Grauerholz seconded, and the motion passed unanimously.

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

Deborah Neubauer presented the following reports:

- February 2021 Balance and Interest sheet per Institution/Account, and monthly total sums, dated February 28, 2021; prepared and signed by Deborah Neubauer.
- Bulverde Area Rural Library District Profit and Loss Statement with Bills, Budget Performance 2020-2021, with Year-To-Date and Monthly overviews, dated February 28, 2021; prepared and signed by Deborah Neubauer.
- Deborah Neubauer made a motion to move \$250,000 from 1st United Bank of Texas Money Market account to TexasClass account General fund. This motion was seconded by Dale Pillow, then tabled.

- Deborah Neubauer stated that the restricted CD in Security Services FCU will automatically be renewed on March 28, 2021.

6. Discussion/Action Item on credit card bill (Deborah Neubauer)

Deborah Neubauer made a motion to approve the March Chase Credit Card bill in the amount of \$6963.13 paid automatically via online banking. Dale Pillow seconded, and the motion passed unanimously.

Deborah reported that due to the snow storm and the February meeting cancellation the February Chase Credit Card bill for \$7037.42 was approved by Deborah Neubauer without Board approval as required. Donna Harris was informed prior to the bill being paid.

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

Susan reported that on 3/30, Javier Gonzalez will join the library staff and will be working with Montana Rindahl in Children's Programming. The summer reading program is scheduled to start mid June and the staff have been busy preparing online children's programming. In light of the increase in vaccine availability, Susan has considered the changes this might bring where physical attendance may be possible. She has asked the staff to prepare for having children's programs at the library alongside the summer reading program. Susan reported a burglary that took place last Monday, 3/8 at the library, both inside the building and outside. She reported that items were taken from a staff member's desk as well as a wind sculpture outside, a weed eater and a leaf blower. The surveillance camera captured fairly clear images of the male perpetrator and there was discussion of posting this image in the library, asking patrons for help identifying the individual. Susan mentioned that it might be helpful also to share an image of the wind sculpture on social media so if anyone sees this item posted for sale to let them know it was stolen from the MFPL. Deborah Neubauer asked if the Book Nook money box was secure and Susan said that it is kept chained to the bookshelves near the front desk, so that it is not in an unattended area of the library, and unlikely to be vandalized during open hours.

8. Discussion/Action Item on policies (Donna Harris)

a. Approve all policy changes made at the special meeting on February 10, 2021

Deborah Neubauer made a motion to approve the policy changes made at the special meeting on February 10, 2021. Dale Pillow seconded. After seconding the motion, Dale Pillow had questions about the policies changes and after these questions were answered the motion passed unanimously.

Donna Harris stated that since not all policies were covered another meeting is necessary to complete this.

b. Trustee signatures on Conflict of Interest and Conflict Disclosure forms

Board members will need to come to the library and sign both paper forms and leave with Cathy Mandelbaum.

9. Discussion/Action Item to review the Planning Calendar and schedule next Trustee meeting for April 15, 2021

Review planning calendar

No action taken.

The next Regular Monthly Session of the Board of Trustees will be via online Zoom meeting at 9:30 a.m. on April 15, 2021.

Donna Harris suspended the Regular Monthly Session of the Board of Trustees at 10:22 a.m. for the Closed Session.

10. Closed Session

Meeting was called to order by Donna Harris at 10:22 a.m. with all Board members present as well as Susan Herr. Closed Session adjourned at 10:36 a.m.

11. The Regular Session was resumed by Donna Harris at 10:36 a.m. with all Board members present.
- Deborah Neubauer reintroduced the motion to move \$250,000 from the First United Bank of Texas money market account be transferred to TexasClass account General Fund. Dale Pillow seconded and the motion was approved unanimously.
  - Deborah Neubauer moved that the \$100,000 monthly amount transferred from First United Bank of Texas Money Market account to First United Bank of Texas Checking account be increased to \$112,000 per month starting March 2021. Dale Pillow seconded and the motion was approved unanimously.

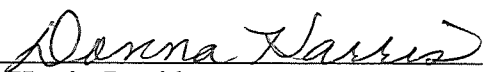
Adjourn:

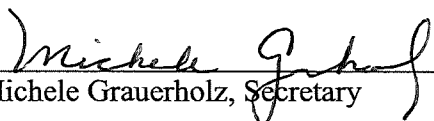
Donna Harris adjourned the meeting at 10:38 a.m.

Respectfully submitted,

Michele Grauerholz, Secretary

Approved:

  
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Donna Harris, President

  
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Michele Grauerholz, Secretary