

**BULVERDE AREA RURAL LIBRARY DISTRICT**  
**Regular Monthly Session**  
**April 15, 2021**

CALL TO ORDER

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

QUORUM

Board Trustees Donna Harris, Dale Pillow, Deborah Neubauer, Michele Grauerholz, and Judith Fleming were present (both in person and via Zoom) and constituted a quorum. Also present were Athena Houghtaling, Betty Cramer, and Susan Herr.

1. Public Comments:

No one requested to attend this meeting.

2. Discussion/Action Item from the Friends of the Library (Athena Houghtaling)

Athena said there was very little to report. The Book Nook and Butterfly Garden continue to be overseen but all other activities are on hold. Susan Herr reported that the Eagle Scouts have asked the Master Gardeners of Comal County to help with their garden area. Susan reported that the Naturalists want to assume the care of the library natural area from the Master Gardeners.

3. Discussion/Action Item from the Foundation of the Library (Betty Cramer)

Betty reported that the Foundation had reached a milestone with \$100,000 in the investment fund. Pat Rodriguez has assumed duties as President of the Foundation. They will be updating their website.

4. Approval of Minutes –March 18, 2021 Online BARLD Regular Session, (Michele Grauerholz)

Deborah Neubauer made a motion to approve the minutes of the BARLD Regular Monthly Session on March 18, 2021. Dale Pillow seconded, and the motion passed unanimously.

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

Deborah Neubauer presented the following reports:

- March 2021 Balance and Interest sheet per Institution/Account, and monthly total sums, dated March 31, 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 March 31, 2021; prepared and signed by Deborah Neubauer.
- Deborah Neubauer reported that the March 2021 Balance and Interest sheet shows the transfer of funds from First United Bank of Texas to the Texas Class General Fund to bring down the amount of money being held at First United Bank. The Security Service FCU Reserve CD will auto renew this month. The SAMCO Treasury bond will mature in June/July and, after the final interest is accrued, the total amount will be transferred to Texas Class to continue funding the Mammen Family library programs from the Texas Class account.
- Deborah Neubauer made a motion stating that the 3<sup>rd</sup> Quarter statement, dated and signed by Deborah Neubauer, be accepted by the board. Judith Fleming seconded and the motion passed unanimously.
- The Visa bill was reviewed and was notable for the larger than usual Pedernales Electricity bill which was attributable to the bad weather in February.

6. Discussion/Action Item on credit card bill (Deborah Neubauer)  
Deborah Neubauer made a motion to approve the April Chase Credit Card bill in the amount of \$7296.18, paid automatically via online banking. Michele Grauerholz seconded, and the motion passed unanimously.
7. Discussion/Action Item on Library Director's Report (Susan Herr)  
Susan reported that they are tracking the number of staff who have received COVID vaccines. They are hopeful that by June 1, all staff will be able to work together, instead of the current two teams. This will make coverage easier when staff members are out. The decision was made to discontinue quarantining library materials as April 15. Benches will begin to be set outside. Next month the study rooms will open for use. While there isn't sufficient staff to clean after each group uses the rooms, supplies will be available for the users to do this on their own. A serious concern is the shared air in the study rooms and that a majority of users probably won't wear masks. There will be signage to share this study room information with the public. The Friends of the Library received a \$5K HEB grant awarded for MFPL summer programs. Summer reading programs are on track but still uncertain about in person programs. There are plans for some outdoor programs. All members agreed that a slow return to fully opening the library for all services is wise.
8. Discussion/Action Item on communication regarding TXDOT right of entry request (Donna Harris)  
The Board received a request by TXDOT to grant access to library property to conduct an environmental impact study as it pertains to construction planned for Hwy 281. Susan Herr pointed out that a good portion of the library property easement is not under the control of the library. Deborah Neubauer made a motion to grant TXDOT the requested library property access. Dale Pillow seconded. The motion passed unanimously. The access will be granted with the additional information being supplied that the entire right of way no longer belongs to the library.
9. Discussion/Action Item to review the Planning Calendar and schedule next Trustee meeting for May  
Preparations for November election were discussed and dates were determined for when election information needs to be posted. The Public Information Notice will be posted in May.

Susan reported that after the staff has given their input, a preliminary budget proposal may be ready for approval at the May BARLD meeting, even though approval in June is acceptable.

Donna Harris said the Strategic Planning Goal Setting meeting (FOL, BARLD, Foundation and Staff) should not be scheduled until the library fully opens.

The next Regular Monthly Session of the Board of Trustees will, once again, be a hybrid meeting (in person and via Zoom) at 9:30 am on May 20, 2021.

Adjourn:

Donna Harris adjourned the meeting at 9:58 a.m.

Respectfully submitted,

Michele Grauerholz, Secretary

Approved:

Donna Harris  
Donna Harris, President

Michele Grauerholz  
Michele Grauerholz, Secretary