

**BULVERDE AREA RURAL LIBRARY DISTRICT**  
**Regular Monthly Session**  
**June 17, 2021**

CALL TO ORDER

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

QUORUM

Board Trustees Dale Pillow, Deborah (Debbie) Neubauer, Michele Grauerholz, and Judith Fleming were present and constituted a quorum. Also present were Deborah Halstead and Susan Herr.

1. Public Comments

There were no attendees from the general public at this meeting.

2. Discussion/Action Item from the Friends of the Library (Deborah Halstead)

The FOL had their first in-person June meeting. The Book Nook raised enough funds to donate \$614.37 to help support the library's digital resources. They are helping support the Summer Reading Program through a special sale of children's books. 145 plants were planted in the Butterfly Garden and there will be reminders sent out calling for volunteers to help tend the garden the 4<sup>th</sup> Thursday of every month. There will be a drive to increase membership with posters placed around the library, as well as registration forms. There will also be information placed in the children's Summer Reading Program activity boxes. FOL may have a phone bank to encourage membership renewal.

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

No one from the Foundation attended.

4. Approval of Minutes – May 20, 2021 Online BARLD Regular Session, (Michele Grauerholz)

Michele Grauerholz made a motion to approve the minutes of the BARLD Regular Monthly Session on May 20, 2021. Debbie Neubauer seconded and the motion passed unanimously.

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

Debbie Neubauer presented the following reports:

- May 2021 Balance and Interest sheet per Institution/Account, and monthly total sums, dated May 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 May 31, 2021; prepared and signed by Deborah Neubauer.

Debbie Neubauer transferred 3 months of debt payment funds from First United Bank to Texas Class Expansion Fund and then set up automatic monthly payments toward the Expansion debt. As payments increase in September, she will follow up with the board to request transfer of payment funds and automatic payments from the Texas Class General fund. Two CDs will be maturing (one in November 2021 and the other in March 2022). As they mature Debbie would like to cash them in and transfer the funds to the Texas Class County Reserve account. Debbie made a motion that we transfer \$250,000 from First United Revenue Money Market account to Texas Class General Fund account. Dale Pillow seconded and the motion passed unanimously.

By the end of June two Treasury bonds will mature and a check from SAMCO will be sent to the library. These funds will first be deposited in the First United Money Market account and then transferred into the Mammen Programming fund at Texas Class. SAMCO account will be closed after this action has occurred.

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

Debbie Neubauer made a motion to approve the Chase Credit Card bill in the amount of \$9930.17, paid automatically, via online banking. Judith Fleming seconded, and the motion passed unanimously.

7. Discussion/Action Item on approving the 2021-2022 budget (Debbie Neubauer)

After Board review, Debbie Neubauer made a motion to accept the proposed BARLD budget for fiscal year 2021-2022. Judith Fleming seconded and the motion was carried.

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

Susan reports that with the start of the summer reading program the staff have been very busy. All of the facilities are open now and the adults are enjoying the in person classes. Study rooms are working well and powered carrels are helping patrons to work and maintain social distance. Since it has been so hot and the children's activities are on the patio there was discussion about looking into ways to deal with the heat such as outdoor fans or shades that aren't expensive. Susan and Jewel will look into getting quotes. In mid-August, there will be a migration from the current Biblionix Integrated Library System, to Insignia Software, a new system that will provide additional resources that the library pays for separately. Susan will be concentrating on staff training and believes that the new system will save money.

9. Discussion/Action Item on Planning Calendar items for April (Michele Grauerholz)

a. November election – Notice of Deadline to file for a place on the ballot.

Susan will post on the library website a notice of the deadline for BARLD Board of Trustee election applications. The filing dates are July 17, 2021 – August 16, 2021.

b. Strategic Planning coordinated meeting with support organizations (FOL and Foundation)

September 11, 2021, will be proposed as the date for a meeting of all the library boards. This meeting will allow members to meet and discuss strategic goals.

c. August 17, 2021 from 9am – 1pm, was selected to complete the BARLD policy review.

10. Discussion/Action Item to schedule next Trustee meeting

The next regular monthly session of the Board of Trustees will be in-person at the library at 9:30 am on July 15, 2021.

CLOSED SESSION

The meeting was suspended for a Closed Session at 10:46 am. The regular session resumed at 11:06 am.


ADJOURNMENT

Dale Pillow adjourned the Regular Monthly Session of the Board of Trustees' meeting at 11:07 a.m.

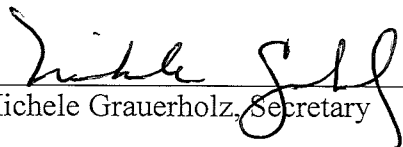
Respectfully submitted,

Michele Grauerholz, Secretary

Approved:

A handwritten signature in cursive script that reads "Donna Harris". The signature is written in black ink and is positioned above a horizontal line.

Donna Harris, President

A handwritten signature in cursive script that reads "Michele G". The signature is written in black ink and is positioned above a horizontal line.

Michele Grauerholz, Secretary