

**BULVERDE AREA RURAL LIBRARY DISTRICT**

**Regular Monthly Session**

**August 19, 2021**

CALL TO ORDER

Donna Harris, President called the Board of Trustee's Regular Monthly Session to order at 9:32 a.m.

Quorum

Board Trustees Donna Harris, Deborah Neubauer, and Judith Fleming were present and constituted a quorum. Also, present were Bev Lemes, Linda Quintero, Betty Cramer, and Susan Herr.

1. Public Comments:

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

2. Discussion/Action from the Friends of the Library (Linda Quintero)

FOL has purchased a white board and posters to be used for announcements to make library patrons aware of FOL activities. September is the BIG GIVE fundraiser, October 16<sup>th</sup> is Oktoberfest (COVID permitting). December 2 is the FOL Holiday Tea. There is not enough help in the Butterfly Garden. Work days for the garden are the 4<sup>th</sup> Thursday of the month. Workers should bring their own tools, gloves and water. There will be a focus group for retirees to show what the library offers.

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

The Foundation has 9 Board members and meets every other month. They have a contractor working to build a website. They are working on a round table luncheon; a focus group for retirees to show what the library offers.

4. Approval of Minutes-July 15, 2021 BARLD Regular Session (Judith Fleming)

Debbie Neubauer made a motion to approve the minutes of the BARLD Regular Monthly Session on July 15, 2021. Judith Fleming seconded. The motion passed unanimously.

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

When the Randolph CD matures it will go into Texas Class. Also, in March, the Security CD will mature and be deposited into Texas Class. Samco, Broadway and Sonora accounts were closed and funds deposited into Texas Class. The Mammen Programming will be designated to the General Fund. The "Interest from loans" is deposited into the Special Fund to be used for repairs from new building. Funds that were used for fiscal year 2020/2021 will be deposited into the General Fund, when the accountant provides the correct amount.

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

Debbie Neubauer made a motion to approve Chase August credit card bill in the amount of \$7,819.04. Judith Fleming seconded and motion passed unanimously. Debbie reported on the status of new credit card that would be issued in the library's name, not an individual's. She looked at Discover, American Express and Chase Inc. Since Discover and American Express are not accepted everywhere, Chase Inc was the better option. Susan can give credit cards to individuals with a limit on them. They offer the incentive of "dollar for dollar". It will take several months for the transition. Debbie made a motion to pursue this action, Judith seconded it. Motion passed. Susan Herr will be the contact person.

7. Discussion /Action on Library Directors Report (Susan Herr)

Susan reports that Digital use is going up, 40,000 circulations up. New cards up to 276 with two of those willing to pay for out of area fee. The library is transitioning to new software next month. In the long run this will save money. On September 1<sup>st</sup> we go back to old open meeting guidelines. Susan reports that the work done by the Master Gardeners has not been able to keep up with the amount of work required, and that she has been paying extra to our maintenance man in order to keep the butterfly garden areas maintained.

7. Discussion/Action Item on Planning Calendar items for August (Donna Harris)

The audit is in progress. Susan is aware that when hiring someone new, a I-9 is required plus or two other forms of ID ( drivers license, passport, military id, etc). We have not been consistent and will be more diligent in the future.

A Contract for election is not needed, as the applicants do not outnumber the openings.

A meeting for review of the Internal policy is scheduled for September 9<sup>th</sup> from 9:00 to 1:00. This meeting will also include our review of our financial policy.

On September 11<sup>th</sup>, a meeting will occur between library affiliated entities: The BARLD board of directors, the staff of the library, the Friends of the Library and the Foundation of the Library. The purpose of the meeting is to review and discuss the way that these entities work together for common goals, the role each entity plays in this broad scope of things, and how to keep the various activities within the roles of each.

8. Discussion/Action Item to schedule next Trustee meeting

The next Trustee meeting will be on September 16, 2021 at 9:30 am in the library.

Adjourn:

Donna Harris adjourned the Regular Monthly Session of the Board of Trustees' meeting at 10:31 a.m.

Respectfully submitted

Judith Fleming

Trustee at Large

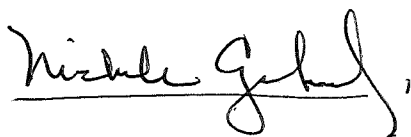


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Donna Harris, President

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Judith Fleming, Trustee at Large

, BARLD Secretary