

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

CALL TO ORDER

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

QUORUM

Board Trustees Donna Harris, Dale Pillow, Deborah (Debbie) Neubauer, Michele Grauerholz, and Judith Fleming were present and constituted a quorum. Also present were Suzanne Kratz, Bev Lemes, 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 (Suzanne Kratz)

The FOL had their first in-person June meeting. Their focus has been on increasing membership and they plan to purchase a white board that can be used for announcements to make library patrons aware of FOL activities. They would like to have a social event but haven't decided on a date. They postponed their January 2021 annual meeting and will wait until January of 2022 to have the next one.

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

No one from the Foundation attended. There was discussion on how to boost Board meeting awareness and attendance.

4. Approval of Minutes –June 17, 2021 BARLD Regular Session (Michele Grauerholz)

Debbie Neubauer made a motion to approve the minutes of the BARLD Regular Monthly Session on June 17, 2021. Dale Pillow seconded, and the motion passed unanimously.

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

Debbie Neubauer presented the following reports:

- June 2021 Balance and Interest sheet per Institution/Account, and monthly total sums, dated June, 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 June, 2021; prepared and signed by Deborah Neubauer.
- Debbie reported that she transferred \$888,690, from SAMCO to First United. The bonds matured in late June but we didn't receive the check until July so the June report doesn't reflect that information. Debbie transferred the \$888.690, from First United to Texas Class Mammen Fund. Debbie also transferred \$200,000 from First United to Texas Class General Fund. The balance in the First United Money Market account is \$377,051. Debbie will transfer three months of expansion debts into the Texas Class Expansion Fund and then schedule the new payments of \$63,403.75 per month, starting in September. Debbie reports that after the August audit the allocation of funds may change, depending on the auditor's recommendation.

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

Debbie Neubauer made a motion to approve the Chase July Credit Card bill in the amount of \$8221.59, paid automatically via online banking. Dale Pillow seconded, and the motion passed unanimously. Dale Pillow made a motion that the Board contract with ABIP CPA for the annual financial audit. Debbie Neubauer seconded and motion passed unanimously. Dale Pillow recommended that the Board consider an RFP from

different auditors. Even if the outcome is the same and we continue with the same company this action will ensure transparency. After some discussion it was decided that we will do this but not until after next year.

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

Susan reported that attendance numbers for the library are close to where they were pre-COVID. People continue to rely on the library to provide printing services, as well as faxing and scanning services. Meeting room usage is up and some of that is due to more in-person adult programs. Susan says there will be a link on the website for a new form to request a meeting room. The demand for rooms and the staffing needs of those wanting to use meeting rooms are growing concerns. Susan says they are considering having one or two nights for extended library hours to accommodate evening meetings and classes. The issue of adult meetings where children come with their parents must be addressed so that children are not left unattended and free to be in all areas of the library. Three fans have been installed in the back outdoor area and will be operational by the weekend. One fan will be installed on the front outdoor area. Kids programming will continue outside so the fans will help a lot. The new library system software transition and training will be taking place in August while the summer activities wind down.

8. Discussion/Action Item on Planning Calendar items for July (Michele Grauerholz)

- a. BSB EDF Quarterly meeting – July 20, 3-5 pm in person Hampton Inn  
Debbie Neubauer will attend and share BARLD activities and other items of importance. Michele Grauerholz will be the backup if Debbie cannot attend.
- b. Internal Policy Review meeting – August 17  
This meeting will take place from 9am – 2 pm in the library, with lunch provided. Susan asked that we consider the internal policy dealing with employee PTO (Paid Time Off).
- c. November election – July election planning activities will take place in August  
Under July, both the 'Review applicants and call or cancel election as needed' and 'Contract with County for election as needed' will be moved to August with a note added that will say 'This action will be subject to yearly requirements'.
- d. Strategic Planning coordinated meeting with support organizations in September  
Donna Harris will send out an invitation for this meeting, which will be held at the library on September 11, from 10 am – 2 pm. It will be sent to Presidents of the Foundation and the FOL and will ask them to share with their respective associated boards and organizations. The purpose will be to bring the boards together and better understand goals and objectives and how we can work together to support the operation of our library.

9. Discussion/Action Item to schedule next Trustee meeting

The next Trustee meeting will be on August 19, 2021 at 9:30 am

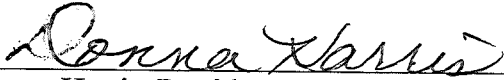
Adjourn:

Donna Harris adjourned the Regular Monthly Session of the Board of Trustees' meeting at 10:58 a.m.

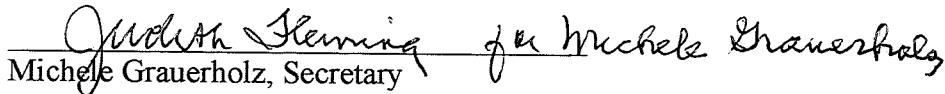
Respectfully submitted,

Michele Grauerholz, Secretary

Approved:



Donna Harris, President



Michele Grauerholz, Secretary

