

BULVERDE AREA RURAL LIBRARY DISTRICT
Regular Monthly Session
September 16, 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 Bev Lemes, Jo Ellen Towry, Becky Fairchild, and Susan Herr. At 11:47 am, Debbie Neubauer left but a quorum remained.

1. **Public Comments:**

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

2. **Discussion/Action Item on Annual Audit (ABIP representatives)**

The two ABIP representatives went over the final review for the financial statements for the year ending June 30, 2021, and reported that revenues exceeded expenses by almost 1 million dollars. Among the *Financial Highlights*, it was noted that "The District paid off the 2006 bond with a debt service payment of \$419,351." Donna Harris asked that the word "early" be added to this statement. They reported that the sales tax revenue went up and that the library expenses stayed steady. We have 26 months of operating expenditures and have a healthy fund balance. They reported that the audit went smoothly and the library was very cooperative in assisting with the necessary information.

3. **Discussion/Action Item from the Friends of the Library (Jo Ellen Towry)**

The FOL is concentrating on the Big Give and plan to have the Christmas tea on December 2nd.

4. **Discussion/Action Item from the Foundation of the Library (Becky Fairchild)**

The Foundation has a new logo and is updating their website to make it more user friendly. They have a new member, Jay Johnson, who will be working on the Marketing Committee. Donna asked what everyone thought of the 9/11 joint library support associations meeting. Several people commented that a lot of the information was eye opening, especially with respect to the cost of digital resources. Donna said that this fact could be tied into the Big Give so patrons are aware of the cost for certain services. A Grant Committee was created at this meeting and the members are Laurie Seitz, Debbie Halstead, Betty Cramer, Dale Pillow, and Susan Herr. Susan will be able to guide the committee towards grants that will be most useful. Donna would like to continue these meetings with the next meeting to be held next March.

5. **Approval of Minutes – August 19, 2021 Regular Meeting and September 9, 2021 Special Session**

Debbie Neubauer made a motion to approve the minutes of the BARLD Regular Monthly Session on August 19, 2021. Michele Grauerholz seconded, and the motion passed unanimously. Dale Pillow made a motion to approve the minutes of the BARLD Special Session where the board approved all revisions to Internal Policies on September 9, 2021. Debbie Neubauer seconded, and the motion passed unanimously.

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

Debbie Neubauer presented the following reports:

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

- Bulverde Area Rural Library District Profit and Loss Statement with Bills, Budget Performance 2020-2021, with Year-To-Date and Monthly overviews, dated August, 2021; prepared and signed by Debbie Neubauer.

Interest and Balance statement—interest rates are still low. The Special Fund Unrestricted in the Texas Class Account will now be used as any other unrestricted funds instead of for any repairs/upgrades needed from the new construction.

Profit and Loss statement—no adjustments to the budget currently. An adjustment to the income will be adjusted to reflect the \$400,000 Mammen donation instead of \$80,000 per our accountants' suggestion.

7. Discussion/Action Item on Budget (Susan Herr)

Susan had nothing new to add to this item.

8. 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 \$7,113.92 paid automatically via online banking. Dale Pillow seconded, and the motion passed unanimously. Debbie and Susan will continue to research a business credit card for library purchases that will offer points.

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

Susan will be interviewing an applicant for the marketing position. Katie Paul will be leaving in mid-October. Susan and Rob continue to research ILS since Insignia had compatibility issues. Biblionix and Insignia want to work through any issues and Susan says they will go with whoever can best meet the library's needs.

10. Discussion/Action Item on Invitation for Bid (Susan Herr)

Susan says that while she isn't done with the bid document regarding the Mammen Family Public Library Exterior Façade Renovation, she wants the board to consider what the bid should include, ie. specifications. There was discussion on how the original plans for the expansion included a different façade for the front of the library than what was ultimately completed, but that due to restrictions in place at the time the final façade was what was permitted. Donna said that it might be a good idea to talk to builders and see what they would recommend and the cost. The board will have a special meeting to vote on the document.

11. Discussion/Action Item on upcoming Planning Calendar items for (Donna Harris)

We will add the library support associations meeting to March on the calendar.

12. Discussion/Action Item on annual Election (Susan Herr)

a. Certification of Unopposed Candidates

Susan provided this form for the BARLD Secretary to sign and submit.

b. Cancellation of Election

Susan provided this form for BARLD President and Secretary to sign and submit.

13. Discussion/Action Item to schedule next Trustee meeting

The next Trustee meeting will be on October 21, 2021 at 9:30 am

Adjourn:

Donna Harris adjourned the Regular Monthly Session of the Board of Trustees' meeting at 11:48 a.m.

Respectfully submitted,

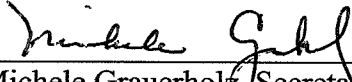
Michele Grauerholz, Secretary

Approved:



~~Donna Harris, President~~

Dale E. Pillow, Vice President



Michele Grauerholz, Secretary