

BULVERDE AREA RURAL LIBRARY DISTRICT
Regular Monthly Session
November 18, 2021

CALL TO ORDER

Donna Harris, President, called the Board of Trustees' Regular Monthly Session to order at 9:31 a.m.

QUORUM

Board Trustees Donna Harris, President, Dale Pillow, Vice-President, Deborah (Debbie) Neubauer, Treasurer, Michele Grauerholz, Secretary, and Judith Fleming, Trustee at Large, were present and constituted a quorum. Also present were Betty Cramer and Susan Herr, Library Director.

1. Public Comments:

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

2. Swearing in of newly elected Trustees Debbie Neubauer and Michele Grauerholz

Donna Harris administered the oath to each Trustee.

3. Discussion/Action Item from the Friends of the Library (Debbie Neubauer and Dale Pillow)

Planning is underway for the 12/2 Holiday tea. Debbie Neubauer sent out an online signup form for needed items with guidelines. Dale reported that there will be baskets of items with a theme that can be bid on and donations for these items will be needed by 11/22.

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

There will be a meeting tonight to discuss updates on the website and the upcoming Book Ball and Giving Tuesday. Foundation members are learning how to give brief and informative "elevator speeches", promoting the mission of and inviting support for the Foundation.

5. Approval of Minutes – October 21, 2021 Regular Meeting

Michele Grauerholz made a motion to approve the minutes of the BARLD Regular Monthly Session on October 21, 2021. Dale Pillow seconded, and the motion passed unanimously.

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

Debbie Neubauer presented the following reports:

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

The Mammen funds of \$60,605, reflecting the 2020-21 expenditures were transferred to the General fund of Texas Class.

Debbie transferred \$400,000 from the First United account to the Texas Class General Fund to reduce the excess funds in First United.

The RBFCU County Reserve CD has matured and Debbie will close the RBFCU account and have the final \$55,532 transferred into our Texas Class account.

The money for the Comal County Reserve funds will be kept in the Texas Class Special Fund unrestricted account. Debbie also will ask Texas Class to rename the Special Fund account to Comal County Reserved Funds—Restricted.

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 Credit Card bill in the amount of \$9227.52 paid automatically via online banking. Judith Fleming seconded, and the motion passed unanimously.

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

There was discussion about the great job Mary Catherine Cole does as part of her volunteer service for the library. Her valuable work in keeping track of the donated DVDs has saved the library significant amounts of money. There were also many compliments on the Cricut classes that have been taught and a suggestion to consider expanding the classes to include one on how to use the Cricut for individual projects.

10. Discussion/Action Item on potential replacement of chilled water system (Susan Herr)

Susan reported that the chiller from the original library building is in need of repair and, due to its age, will probably need future repairs to keep it operational. We discussed the question of whether the library should continue to pay for repairs or replace the existing chiller. Concerns about the cost were discussed, as well as the disruption to library activities in order to have this work done. Susan thinks the most cost effective solution would be to replace the existing unit with one of two types of systems; a similar type of chiller or a VAV alternative system that would be more energy efficient. A decision should be made before the summer and because the cost for either system would be over \$25K, this project would have to go out for bid. Debbie Neubauer made a motion that the library obtain bids for two systems; a replacement chiller and an alternative system. Dale Pillow seconded and the motion passed unanimously.

11. Discussion/Action Item on library card zip codes policy (Susan Herr)

Susan asked the Board to review a current map showing the locations of frequent library users and consider adding patrons of the 78266 zip code as part of our service area and eligible for library privileges. Dale Pillow made a motion to add zip code 78266 to our service area. Debbie Neubauer seconded and the motion passed unanimously.

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

At this time we have completed all calendar items for the year.

13. Discussion/Action Item to schedule next Trustee meeting for December 16, 2021

The next Trustee meeting will be on December 16, 2021 at 9:30 am.

Donna Harris suspended the Regular Monthly Session of the Board of Trustees at 10:26 a.m. for the Closed Session.

14. Closed Session

Meeting was called to order by Donna Harris at 10:26 am, with all Board members present. Closed Session was adjourned at 10:45 am.

The Regular Session was resumed by Donna Harris at 10:45a.m., with all Board members present.

Debbie Neubauer made a motion to increase the payroll, wages, and liabilities salary budget item by \$25,000, for mid-December bonuses to be paid to all employees, at the discretion of the Library Director. The bonus amount for the Library Director shall be determined by the Board of Trustees. Dale Pillow seconded, and the motion passed unanimously.

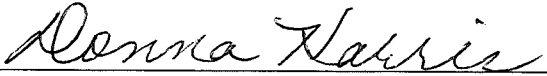
Adjourn:

Donna Harris adjourned the Regular Monthly Session of the Board of Trustees' meeting at 10:47 a.m.

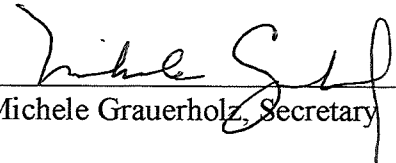
Respectfully submitted,

Michele Grauerholz, Secretary

Approved:



Donna Harris, President



Michele Grauerholz, Secretary