

**BULVERDE AREA RURAL LIBRARY DISTRICT**  
**Regular Monthly Session**  
**October 21, 2021**

CALL TO ORDER

Donna Harris, President, was out of town and participated via Zoom. Dale Pillow, Vice President, led the meeting and called the Board of Trustees' Regular Monthly Session to order at 9:30 a.m.

QUORUM

Board Trustees Donna Harris, President (via Zoom), 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 Mary Lu Zellers and Library Director 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 (Mary Lu Zellers)

The decision was made to cancel the Octoberfest. There will be a meeting on 10/26 to plan for the 12/2 Holiday Tea. The planning meeting will determine the best way to hold the tea while observing library safety guidelines. The annual meeting, held at the end of January, may be via Zoom. Suzanne Kratz and Debbie Halstead are leaving their positions on the FOL Board. A notification will be sent out asking for interested FOL board candidates.

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

No one from the Foundation attended this meeting.

4. Approval of Minutes – September 16, 2021 Regular Meeting

Michele Grauerholz made a motion to approve the minutes of the BARLD Regular Monthly Session on September 16, 2021. Judith Fleming seconded, and the motion passed unanimously.

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

Debbie Neubauer presented the following reports:

- September 2021 Balance and Interest sheet per Institution/Account, and monthly total sums, dated September 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 September 2021; prepared and signed by Debbie Neubauer.
- 1st Quarter Report was presented and signed by Debbie Neubauer

September 2021 Interest and Balance statement – interest rates are still low.

All money will be kept in the Texas Class account and Debbie will continue to move money from 1st United to Texas Class.

Profit and Loss statement – Changed income to reflect Mammen donation of \$80,000 and also the FOL support.

October sales tax went down and this might be related to the slowing of school related purchases. There may be an increase in sales tax as Christmas approaches but this could be affected by supply chain issues for retailers.

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

Susan had nothing new to add to this item.

7. 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 \$8,241.81 paid automatically via online banking. Judith Fleming seconded, and the motion passed unanimously.

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

The Veteran's Memorial in the front of the library was completed. The new decomposed granite provides a stable, level base and with the re-installed memorial stones around the Monument, along with the stepping stones, the area is greatly improved. Mackenzie Broderick, a graphic design student, was hired to fill Katie Paul's position. Another employee, Delaney Kavaday, filled a part-time library clerk position. Susan also reported that in compliance with state law, she completed a correct history of the BARLD Trustee elections. This information is an interesting historical record and has been reviewed and verified for accuracy.

9. Discussion/Action Item on Presentation of kiosk options for planning purposes (Susan Herr)

Susan gave a presentation of the different levels of kiosk services and their associated costs. On the 'low tech' end was an option for a locker type system, (similar to Amazon lockers) that would offer a pick up/return bin. A 'higher tech' option would be kiosks that require electricity and internet connections. In considering where the services are most needed, three areas were identified: FM306 off US-281, the area around the Valero Station in Bergheim and downtown Bulverde. The consensus was that lockers would be more cost effective as the library gauges the interest and sees the level of library staff support needed. Susan mentioned that if we started with a locker solution she would like to work with one company that could provide both the locker options but then help us move into a more automated service when we are ready. Susan will gather more information from vendors. Debbie Neubauer suggested putting out a library survey to get people's opinions about this type of service.

10. Discussion/Action Item on Lemes memorial bench (Susan Herr)

Debbie Neubauer made a motion to approve the purchase and placement of a Lemes family memorial bench in front of the library, across from the Buddy Neubauer memorial bench. Judith Fleming seconded. The motion passed unanimously. Susan said that the bench for the Lemes family will be ordered and the plaque for it will match the one on the bench for Buddy Neubauer.

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

There will be an addition to the month of December to have an updated photo taken of the Board members to be placed in the library.

12. Discussion/Action Item to schedule next Trustee meeting for November 18, 2021

The next Trustee meeting will be on November 18, 2021 at 9:30 am.

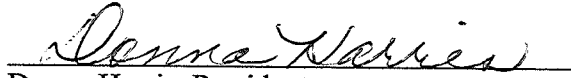
Adjourn:

Dale Pillow adjourned the Regular Monthly Session of the Board of Trustees' meeting at 10:33 a.m.

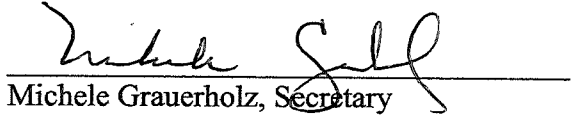
Respectfully submitted,

Michele Grauerholz, Secretary

Approved:

A handwritten signature in cursive script, appearing to read "Donna Harris", written above a horizontal line.

Donna Harris, President

A handwritten signature in cursive script, appearing to read "Michele Grauerholz", written above a horizontal line.

Michele Grauerholz, Secretary