

BULVERDE AREA RURAL LIBRARY DISTRICT
Regular Monthly Session
January 20, 2022

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, Deborah (Debbie) Neubauer, Treasurer, Michele Grauerholz, Secretary, and Judith Fleming, Trustee at Large, were present and constituted a quorum. Trustee Dale Pillow, Vice President, was absent from the meeting. Also present were Betty Cramer and Bethanie Corder.

1. Public Comments:

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

2. Discussion/Action Item from the Friends of the Library (Donna Harris)

Donna reported that due to the increase in the spread of the Omicron variant the annual FOL meeting on January 27, 2022, will be via Zoom. There will be an election held from January 21 - 26, 2022, to fill two positions on the Board of Directors. Ballots will be sent via email to current members but paper ballots will be available at the library front desk.

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

Betty reported that the Foundation will be sending out invitations to the February Book Ball fundraiser. The Foundation would like the donated funds to be designated in honor of Ken Hamm.

4. Discussion/Action Item to approve moving Ken Hamm memorial funds from library to Foundation

The \$1075 donated to the library as a memorial to Ken Hamm will be transferred to the Foundation Endowment Fund.

5. Approval of Minutes – December 16, 2021 Regular Meeting

Debbie Neubauer made a motion to approve the minutes of the BARLD Regular Monthly Session on December 16, 2021. Michele Grauerholz seconded, and the motion passed unanimously.

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

Debbie Neubauer presented the following reports:

- December 2021 Balance and Interest sheet per Institution/Account, and monthly total sums, dated December 31, 2021; prepared and signed by Debbie Neubauer.
- Bulverde Area Rural Library District Profit and Loss Statement with Bills, Budget Performance 2021-2022, with Year-To-Date and Monthly overviews, dated December 31, 2021; prepared and signed by Debbie Neubauer.

Debbie closed the RBFCU account and had the final \$55,546 transferred into our Texas Class Reserve Restricted account.

A clerical error was noted on the Comal County 2nd Quarter Expansion Payments totals. Debbie will get with Cathy Mandelbaum to make this correction and made a motion that we accept the updated changes. Michele Grauerholz seconded. And the motion passed unanimously.

\$60,401.69 from the Mammen Programming fund were transferred into the TexasClass General Fund Unrestricted account.

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 \$7,738.50 paid automatically via online banking. Judith Fleming seconded, and the motion passed unanimously.
9. Discussion/Action Item on Library Director's Report (Bethanie Corder)
Ashley Aguillon, the Adult Programming/Makerspace Librarian, is leaving on January 29. There is a possibility that Mackenzie Broderick, the Marketing Specialist, might be able to take over Ashley's art activities, as well as continue in her current duties. There was discussion about email issues concerning receipt of Eblasts. Bethanie says they are aware and think they know why the problems are occurring and a changeover in the program they use might solve the problem. There was also discussion about the importance of eye catching subject lines in emails to increase interest and participation for library activities.
10. Discussion/Action Item on potential replacement of chilled water system (Jewel English)
Information was presented that showed the less expensive option for the RFP support is from MS2 but we have worked closely with M&S and Jewel discussed why M&S might be the better option. They are closer, have more recent drawings and Trey from M&S has a lot of experience replacing chillers. After discussion about the two possible replacement systems, it was recommended that we obtain a "life cycle analysis" of each system. This would help in deciding which system would be the most cost effective in the long run. M&S or MS2 could do the analysis for a fee. Debbie Neubauer made a motion that M&S be hired to complete the preliminary work. Judith Fleming seconded the motion and the motion passed unanimously.
11. Discussion/Action Item on proposed policy changes for temporary residents (Susan Herr)
Per Susan, since we've implemented the non-local charges the library has had many winter Texans, who have had cards with us for years but are only here temporarily, ask why we are now charging them. Since they do live here part of the time and are probably supporting us by shopping locally while they are here, we thought we might give them a free card for the duration of their stay and expire it when they leave if they can prove the time period. Susan provided a document with the current policy wording and the proposed policy wording and after discussion, Debbie Neubauer made a motion to accept the proposed change to the library Public Policy Section 4.4. Michele Grauerholz seconded the motion 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. Donna wants to reestablish a calendar of library meetings that Board members can sign up to attend. She will create a calendar with all library related organizations meetings and bring a sign-up sheet for our next meeting.
13. Discussion/Action Item to schedule next Trustee meeting for February 17, 2022
The next Trustee meeting will be on February 17, 2022 at 9:30 am.

Adjourn:

Donna Harris adjourned the Regular Monthly Session of the Board of Trustees' meeting at 10:38 a.m.

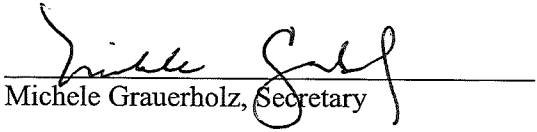
Respectfully submitted,

Michele Grauerholz, Secretary

Approved:



Donna Harris, President



Michele Grauerholz, Secretary