

BULVERDE AREA RURAL LIBRARY DISTRICT
Regular Monthly Session
March 17, 2022

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, President, Deborah (Debbie) Neubauer, Treasurer, and Michele Grauerholz, Secretary, were present and constituted a quorum. Trustee Dale Pillow, Vice President, and Trustee at Large Judith Fleming, were absent from the meeting. Also present were Susan Herr, Library Director, Anne-Marie Kimbell, and Betty Cramer.

1. Public Comments:

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

2. Discussion/Action Item from the Friends of the Library (Anne-Marie Kimbell)

There was a meeting held on March 16 to begin planning for the next Book & Author event. There are still some details to work out and Susan Herr has been talking with the FOL Board about this. There is a committee looking at the bylaws policy regarding the holding of Board elections online. Debbie Neubauer reported that she has been in contact with the group that oversees the Wreaths across America program. She and Donna Harris will co-chair this FOL fundraising event. There will be an FOL Chamber of Commerce presentation on April 20, and the deadline for reservations to attend is April 15.

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

Betty reported that for the Book Ball fundraiser 150 invitations were sent out and there were 33 responses. Half of the responses were from Chamber individuals and businesses and this event raised \$5,740. There was discussion about the Mays family property and Betty reported that Pat Rodriguez plans to get in touch with a Mays family representative.

4. Discussion/Action Item on library support group joint meeting (Donna Harris)

A tentative date for this meeting was set for Saturday, May 21. Susan confirmed that the library could, once again, provide the meeting space.

5. Approval of Minutes – February 17, 2022 Regular Meeting

Michele Grauerholz made a motion to approve the minutes of the BARLD Regular Monthly Session on February 17, 2022. Debbie Neubauer seconded, and the motion passed unanimously.

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

Debbie Neubauer presented the following reports:

- February 2022 Balance and Interest sheet per Institution/Account, and monthly total sums, dated February 28, 2022; 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 February 28, 2022; prepared and signed by Debbie Neubauer.

Debbie reported that the Security Service CD will mature on March 28th and she will then transfer the funds to our Texas Class Comal County Reserve Restricted account.

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

Susan reported that the RFP for the replacement chiller has gone out and recommended that separate funds be placed in a subcategory of the building maintenance budget for this item. Debbie Neubauer made a motion to move \$120,000 from unassigned funds to increase the building maintenance budget. Michele Grauerholz seconded the motion and the motion passed. Cathy Mandelbaum and Debbie Neubauer will be working with Susan to prepare a draft budget for Board review. The Board will review the budget in May and approve in June. Susan suggested that one budgetary item the Board may need to consider will be staff cost of living increases.

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 \$7,400.81 paid automatically via online banking. Michele Grauerholz seconded, and the motion passed unanimously.

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

Rachel Stotz, the Library Director of the Tye Preston Memorial Library has resigned and Susan has been assisting in the search for a new Library Director.

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

Susan reported that the RFP has gone out and bids are due by March 18, and five companies are bidding. The bid information will give a better timeframe for this work but Susan was told a time frame of 17-36 weeks is a possibility. M&S will review the bids and make a recommendation. After that, the Board will hold a special meeting on March 22 at 2 pm, to approve the contractor. Due to scheduling issues this will be a virtual meeting.

11. Discussion/Action Item on Trustee reports from other meetings attended

Debbie Neubauer reported on progress with the FOL fundraiser, Wreaths across America. Each wreath will sell for \$15 and the FOL will keep \$5 from each sale. Debbie is going to create a flyer for this program so it can be publicized soon. December 17 is the Saturday designated for groups to place the wreaths on the graves. Last year, 39 groups participated to put 79,000 wreaths on graves at Ft. Sam Houston. FOL will automatically be expected to participate every year until they cancel. Debbie asked that this fundraiser be publicized as part of the FOL Chamber presentation in April.

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

We are current with the calendar. Cathy Mandelbaum and Debbie Neubauer will be working with Susan to draft a budget. Susan reports that she is almost finished with the Texas State Library and Archives Annual Report. Regarding the Strategic Planning Objectives, Susan says that she has updated the wording and this information is on the website. Susan discussed wanting to develop areas of focus and make our objectives more specific, especially our future facilities plans.

13. Discussion/Action Item to schedule next Trustee meeting for April 21, 2022

The next Trustee meeting will be on April 21, 2022 at 9:30 am.

Adjourn:

Donna Harris adjourned the Regular Monthly Session of the Board of Trustees' meeting at 11:04 a.m.

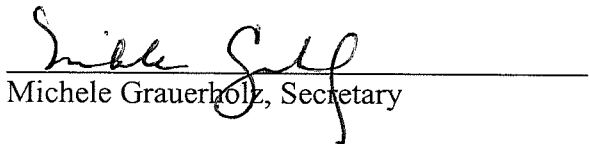
Respectfully submitted,

Michele Grauerholz, Secretary

Approved:

A handwritten signature in cursive script that reads "Donna Harris". The signature is written in black ink and is positioned above a horizontal line.

Donna Harris, President

A handwritten signature in cursive script that reads "Michele Grauerholz". The signature is written in black ink and is positioned above a horizontal line.

Michele Grauerholz, Secretary