

BULVERDE AREA RURAL LIBRARY DISTRICT
Regular Monthly Session
April 21, 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, Dale Pillow, Vice President, Deborah (Debbie) Neubauer, Treasurer, and Michele Grauerholz, Secretary, were present and constituted a quorum. Judith Fleming, Trustee at Large was absent from the meeting. Also present were Susan Herr, Library Director, Betty Cramer, and Deborah Halstead.

1. Public Comments:

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

2. Discussion/Action Item from the Friends of the Library (Deborah Halstead)

A final draft of the revised bylaws is complete and will be presented to the Board. The revised FOL brochure was completed and copies were given out to attendees at the FOL Chamber of Commerce luncheon on April 20. The Book & Author event is scheduled for September 21st, and Bexar County Judge Nelson Wolff will be the featured author. Decisions still need to be made on the vendor for the event lunch and whether to hold a silent auction. The FOL Excursion committee has identified three possible trips; one to see a San Antonio Missions baseball game in late May, another, to visit the New Braunfels Quilt Guild in July, and, in November, a trip to Fredericksburg. The library was approved as a sponsor group for the Wreaths across America fundraiser. To help promote wreath sales the library will have tables set up in the spring, summer, and fall. December 17 will be the day for volunteers to place the wreaths.

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

Foundation meetings have been moved to the 1st Thursday of the month, from 5:30 – 7:00 pm, starting in May. A roundtable meeting took place and was attended by five local realtors and library staff to discuss future growth of the library. Planning is underway for a library golf fundraiser in September. Pat Rodriguez and Jay Johnson met with the San Antonio Public Library Foundation and reported that this foundation ties specific goals to their mission. There was discussion that our Foundation should do the same. Dale Pillow asked if the Foundation would pay for grant finding software that would be useful not only to the library, but for use by outside non-profit organizations. The software would pay for itself in the grant funding it could help generate. Donna Harris asked Susan to purchase the software now.

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

After May 1, Donna will email invitations to this May 21 meeting. Several kiosk vendors are scheduled for presentations at this meeting. Dale Pillow proposed a roundtable for nonprofits to facilitate collaboration on grants and projects. Donna says that the plans to purchase the grant finding software and the opportunities for its use can be announced at the joint meeting. After that a roundtable could be held.

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

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

Michele Grauerholz made a motion to approve the minutes of the BARLD Special Session on March 22, 2022. Dale Pillow seconded and the motion passed. Debbie Neubauer abstained because she did not attend.

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

Debbie Neubauer presented the following reports:

- March 2022 Balance and Interest sheet per Institution/Account, and monthly total sums, dated March 31, 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 March 31, 2022; prepared and signed by Debbie Neubauer.

When the Security Service CD matured on March 28th, Debbie transferred the funds to our Texas Class Comal County Reserve Restricted account in April and closed the SSFCU account.

Debbie made a motion to move Money Market Tech account #937, in First United Bank of Texas, to Texas Regional Bank, Money Market account #981. Dale Pillow seconded and the motion passed unanimously.

Debbie will create a line item to be included in the monthly Profit and Loss information that will show the library Expansion loan original amount and the current balance due.

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

There was discussion about the draft of the proposed budget that Cathy Mandelbaum, Debbie Neubauer and Susan Herr prepared. The Board will give final approval of the proposed budget in May and adopt the budget in June. After discussion about how certain budgetary figures are often based on amounts that have not yet been determined Susan said that she could create a column that shows last year's budget, alongside the actual budget and then provide a projected budget. An additional category may need to be created that covers capitol expenses like the lockers the library wants to distribute to areas in the library district.

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 \$11,238.22 paid automatically via online banking. Dale Pillow seconded, and the motion passed unanimously.

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

Bethanie Corder, the Adult Programming Manager, is leaving at the end of August and Lois Blankenburg, the Technology Assistant, is leaving in October. Susan will be working to find and train replacements. Susan reported that Annabelle Fey from First United Bank, donated two devices that will replace the older Square devices used to facilitate billing of things that patrons rarely have cash for, like copier expenses. Susan asked if a Board member would send a thank you note for this donation and Donna Harris offered. The next library staff meeting is April 26th at noon.

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

The new Bulverde Spring Branch Economic Development Foundation Executive Director contacted Susan and expressed an interest in working together on workforce development. Susan will follow up. Dale Pillow reported on a Grant Committee meeting held on March 23rd, where there was a brainstorming session for grant ideas. Some grant requests that have been submitted include a Community Advancement Program

grant request for \$10,000 for reconfiguring the interior of the Trekker, and other outreach enhancements. A PEC grant proposal for \$5,000 to help with chiller costs is planned. The next meeting will be in May.

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

We are current with the calendar. Susan will look at dates for the November Board election and when to post election information. Susan has updated the wording for the Strategic Planning Objectives and this information is on the website. A Strategic Planning Goal Setting meeting will be scheduled.

12. Discussion/Action Item to schedule next Trustee meeting for May 19, 2022

The next Trustee meeting will be on May 19, 2022 at 9:30 am.

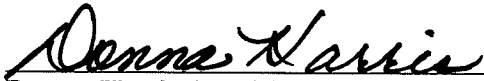
Adjourn:

Donna Harris adjourned the Regular Monthly Session of the Board of Trustees' meeting at 11:35 a.m.

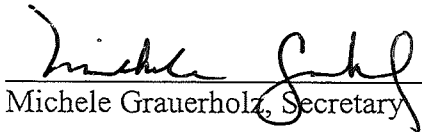
Respectfully submitted,

Michele Grauerholz, Secretary

Approved:



Donna Harris, President



Michele Grauerholz, Secretary