

**BULVERDE AREA RURAL LIBRARY DISTRICT**  
**Regular Monthly Session**  
**May 19, 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 and Pat Rodriguez, President of the BARLD Foundation.

1. Public Comments:

Scott Wayman, the Executive Director of the Bulverde Spring Branch Economic Development Foundation was in attendance and gave a short talk. The Foundation wants to promote workforce training in the Bulverde Spring Branch area and would like to work with the library to identify grants for this purpose. The Foundation is working to increase membership and believes these training opportunities will make the area more attractive.

2. Discussion/Action Item from the Friends of the Library (Donna Harris for Mary Lu Zellers)

The final revised bylaws will be presented to the Board for approval the last week of June. Toward the end of May, Suzanne Kratz and Michele Grauerholz will meet with Mackenzie Broderick to decide on the publicity materials for the September 21<sup>st</sup> Book & Author event. The FOL Excursion committee has scheduled the following events; a San Antonio Missions baseball game on June 14, a visit to the New Braunfels Quilt Guild on July 22, and a trip to Fredericksburg on November 1st.

3. Discussion/Action Item from the Foundation of the Library (Pat Rodriguez)

Foundation meetings have been moved to the 1<sup>st</sup> Thursday of the month, from 5:30 – 7:00 pm, starting in May. There are currently 10 members but the goal is to add 5 more to be in compliance with the bylaws. The library golf fundraiser will be held on September 10<sup>th</sup> with the hope of raising \$20K.

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

This meeting will be held on Saturday, May 21st at the library. The different library groups will share their current activities. Kiosk and locker options will be discussed.

5. Approval of Minutes – April 21, 2022 Regular Meeting

Debbie Neubauer made a motion to approve the minutes of the BARLD Regular Monthly Session on April 21, 2022. Michele Grauerholz seconded and the motion passed unanimously.

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

Debbie Neubauer presented the following reports:

- April 2022 Balance and Interest sheet per Institution/Account, and monthly total sums, dated April 30, 2022; prepared and signed by Debbie Neubauer.
- Bulverde Area Rural Library District Profit and Loss Statement with Bills, Budget Performance 2022-2023, with Year-To-Date and Monthly overviews, dated April 30, 2022; prepared and signed by Debbie Neubauer.

The SSFCU account is now closed.

To lower the balance, Debbie transferred \$300K from First United Money Market Tax Revenue account to the Texas Class General Fund Unrestricted.

The Board reviewed the *Schedule of Monthly payments into Debt Service Fund* document but since it did not provide accurate loan balance information, regarding paying off the debt, an amortization schedule was requested. Debbie will follow up with this request and present it at the next Board meeting.

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

Debbie Neubauer made a motion that the Board approve the final library budget, Dale Pillow seconded and the motion was passed unanimously. Susan plans to purchase a software program that will collect library statistical information, a service overseen by Lois, who will be leaving in October. For the next budget report, Susan will have the category that shows, as part of the building maintenance budget, capital expenditures, including \$120K for HVAC and the proposed lockers/kiosks.

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 \$9,155.11 paid automatically via online banking. Michele Grauerholz seconded, and the motion passed unanimously.

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

A quote was submitted and accepted for the installation of a 4' high metal railing around the perimeter of the front patio. Not only will the railing keep people from walking through the flower beds - possibly damaging the irrigation and the plants - but keep children on the patio when it's used for Youth Services Programs. The work will be completed by June 11<sup>th</sup>, in time for Summer Reading Kick off. Susan says there are currently 7500 active library users.

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

Dale Pillow was unable to attend the May Grant committee meeting. The library did not receive a Dollar General grant and Dale will help with the next Dollar General grant submission. The library received the TSLAC CAP grant, which will be used to upgrade the Trekker and provide materials for outreach services. Susan said the library received the Minnie Stevens Piper Foundation grant award which will be used for online newspaper subscriptions. There was discussion about publicizing this service to patrons.

11. Discussion/Action Item on November election calendar (Susan Herr)

Susan will post election information by mid-June. The application period is mid-July through mid-August.

12. Discussion/Action Item on Strategic Plan with Goals (Susan Herr)

The Board reviewed the BARLD Strategic Plan 2022-2024, and recommended that Susan post the one-page document with the library's Mission, Vision, and Strategic Goals.

13. Discussion/Action Item on Upcoming Planning Calendar (Donna Harris)

Joint Group meetings will be added to the April and October calendar.

14. Discussion/Action Item to schedule next Trustee meeting for June 16, 2022

The next Trustee meeting will be on June 16, 2022 at 9:30 am.

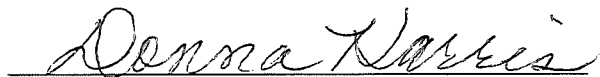
Adjourn:

Donna Harris adjourned the Regular Monthly Session of the Board of Trustees' meeting at 10:57 a.m.

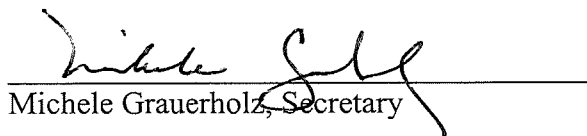
Respectfully submitted,

Michele Grauerholz, Secretary

Approved:



Donna Harris, President



Michele Grauerholz, Secretary