

BULVERDE AREA RURAL LIBRARY DISTRICT
Regular Monthly Session
September 15, 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, Michele Grauerholz, Secretary, and Judith Fleming, Trustee at Large were present and constituted a quorum. Also present were Susan Herr, Library Director, Betty Cramer, Treasurer of the BARLD Foundation, and Jo Ellen Towry, Vice President of the Friends of the BARLD, Bev Lemes, and Tom Hackleman from Vantage Realty Group

1. Public Comments

There was no input from the general public.

2. Discussion/Action Item from the Friends of the Library (Jo Ellen Towry)

The Book and Author fundraiser is September 21st. The Big Give is September 22-23, but early giving begins September 15th. The Veterans Day library event will be November 11th. Debbie has asked local schools for their participation. Sales of the Wreaths across America are continuing and the date for placement will be December 17th. Bus transportation to and from the Fort Sam Houston cemetery will be available. The FOL is working with the Foundation to support the non-profit grant roundtable to be held on October 14.

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

The library golf fundraiser has been postponed. Work on the website continues.

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

Dale attended the Book & Author meeting and will be preparing the gift baskets for the silent auction. Dale also attended the library staff meeting.

5. Approval of Minutes – August 18, 2022 Regular Meeting

Michele made a motion to approve the minutes of the BARLD Regular Monthly Meeting on August 18, 2022. Judith seconded and the motion passed unanimously.

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

Debbie Neubauer presented the following reports:

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

Debbie will transfer money from First United checking and the money market account to Texas Class General Fund Unrestricted account to bring down the balance.

7. Discussion/Action Item on to approve Financial/Investment policy (Debbie Neubauer)
Debbie will be completing the required Financial/Investment policy training and made a motion to approve the Financial/Investment policy. Dale seconded and the motion passed unanimously.
8. Discussion/Action Item on credit card bill for library (Debbie Neubauer)
Debbie made a motion to approve the Chase Credit Card bill in the amount of \$ 9,640.18 paid automatically via online banking. Dale seconded, and the motion passed unanimously.
9. Discussion/Action Item on Library Director's Report (Susan Herr)
The new calendaring system is functioning well. A new Outreach Specialist, Stephanie Emerson, has started. Repairs were completed to the existing chiller. The new chiller installation is not expected until possibly next year. There will be a staff development day on October 10th. The library will be closed that day.
10. Discussion/Action Item on November election (Susan Herr)
The drawing for a place on the ballot for the four Board candidates took place on August 30th. The ballot order was recorded and the document was signed by Donna and Michele and submitted to Susan. Susan received the contract for Election services from Comal County.
11. Discussion/Action Item on LOI for 143 Bulverde Crossing (Tom Hackleman)
Surveying will be completed next week and waiting on an "as is" addendum, from the seller. Tom recommended that the library have an attorney review all documents.
12. Discussion/Action Item on Upcoming Planning Calendar (Donna Harris)
Add to November, "All Trustees complete *Conflict of Interest* statement" and "Take current Board of Trustees photo".
13. Discussion/Action Item to schedule next Trustee meeting for October 20, 2022
The next Trustee meeting will be on October 20, 2022 at 9:30 am.


Adjourn:

Donna Harris adjourned the Regular Monthly Session of the Board of Trustees' meeting at 10:44 a.m.

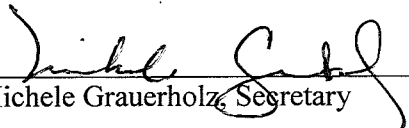
Respectfully submitted,

Michele Grauerholz, Secretary

Approved:



Donna Harris, President



Michele Grauerholz, Secretary