

**BULVERDE AREA RURAL LIBRARY DISTRICT**  
**Regular Monthly Session**  
**November 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, Dale Pillow, Vice President, Deborah (Debbie) Neubauer, Treasurer, Michele Grauerholz, Secretary, were present and constituted a quorum. Judith Fleming, Trustee at Large, was not present. Also present were Pat Rodriguez, President of the BARLD Foundation, Mary Lu Zellers, President of the Friends of the BARLD, Bev Lemes, Lori Mammen, Sam Mammen, Betty Cramer. and Susan Herr, Library Director.

1. Public Comments

There was no input from the general public.

2. Canvass the election results (Michele Grauerholz)

Each candidate's name and the final number of votes was read. Each Trustee present received a Certificate of Election.

Lori Mammen – 8,677 votes (37.77%)

Judith Fleming – 5,065 votes (22.04%)

Dale Pillow – 3,276 votes (14.26%)

Donna Harris – 5,958 votes (25.93%)

Total of 22,976 votes

3. Swearing In of Newly Elected Trustees (Michele Grauerholz)

The Oath of Office was administered to Lori Mammen and Donna Harris.

4. Farewell to exiting Trustees (Donna Harris)

Donna and all present thanked Dale Pillow for her service on the Board.

5. Election of Officers (Deborah Neubauer)

Debbie made a motion that we accept the following slate of officers; President – Donna Harris, Vice-President – Michele Grauerholz, Treasurer - Debbie Neubauer, Secretary - Lori Mammen, and Trustee at Large – Judith Fleming. Michele seconded and the motion passed unanimously.

6. Discussion/Action Item from the Friends of the Library (Mary Lu Zellers)

The November 11<sup>th</sup> Veterans Day program, highlighting Wreaths across America, was well attended and 375 wreaths have been sold. Bus transportation to Ft. Sam Cemetery for wreath placement will be on December

16<sup>th</sup>. Three board positions will be coming open in January 2023. An electronic notice was sent out for those interested in serving on the board. Bev Lemes, Mary Catherine Cole, and Clare Helminiak are on the nominating committee. The December 1<sup>st</sup> Holiday Tea planning continues with signup sheets sent out electronically. The FOL annual meeting will be January 7.

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

Michael Gugliotti, has joined the Board and brings the number of board members to nine. Efforts continue to find new sponsors. There will be two fundraisers in 2023.

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

Donna attended the Chamber lunch. The three library groups, the Friends, Foundation, and Board will support the November 22<sup>nd</sup> Staff Appreciation lunch by providing lunch.

9. Approval of Minutes – October 20, 2022 Regular Meeting

Michele made a motion to approve the minutes of the BARLD Regular Monthly Meeting on October 20, 2022. Debbie seconded and the motion passed unanimously.

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

Debbie Neubauer presented the following reports:

- October 2022 Balance and Interest sheet per Institution/Account, and monthly total sums, dated October, 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 October 2022; prepared and signed by Debbie Neubauer.
- The signatory page for Texas Class to remove Dale Pillow and add Lori Mammen was signed and will be sent on Friday to Texas Class.

11. 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 \$15,569.47 paid automatically via online banking. Lori seconded, and the motion passed unanimously.

12. Discussion/Action Item on to approve Financial/Investment policy (Debbie Neubauer)

President and Secretary signed the form indicating the Financial/Investment Policy was approved at the October 2022 board meeting.

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

The MFPL Family Place designation will be recognized on November 17<sup>th</sup>. The Staff Appreciation lunch will be November 22<sup>nd</sup>. The FOL, the Foundation and the BARLD board will supply lunch at 12:30. The Polar Express library celebration planning is underway with many holiday-themed activities.

14. Discussion/Action Item on extending the annual audit (Gary West)

Gary West was not present but will attend the December meeting. Susan reported that the annual audit is complete and no issues were found. The audit has been distributed to the board.

15. Discussion/Action Item on LOI for 143 Bulverde Crossing (Susan Herr)

The property purchase for 143 Bulverde Crossing has closed. First order of business is to secure the property. Susan will obtain bids for fencing.

16. Discussion/Action Item on Upcoming Planning Calendar (Donna Harris)  
All Board members present signed the required Conflict of Interest documents.

17. Discussion/Action Item to schedule next Trustee meeting on December 15, 2022  
The next Trustee meeting will be on December 15, 2022 at 9:30 am.

Donna Harris suspended the Regular Monthly Session of the Board of Trustees at 10:35 am, for a Closed Session to discuss a personnel matter.

18. Closed Session  
Meeting was called to order by Donna Harris at 10:35 am, with a quorum of Board members present. Donna Harris adjourned the Closed session at 10:51 am.

The Regular Monthly Session was resumed by Donna Harris at 10:51 am, with a quorum of Board members present.

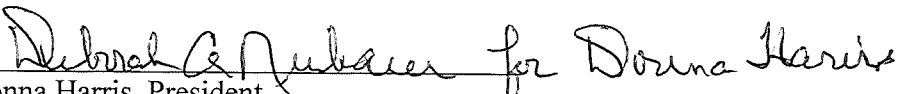
Adjourn:

Donna Harris adjourned the Regular Monthly Session of the Board of Trustees' meeting at 10:51 a.m.

Respectfully submitted,

Michele Grauerholz, Secretary

Approved:

  
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Donna Harris, President

  
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Michele Grauerholz, Secretary

