

BULVERDE AREA RURAL LIBRARY DISTRICT

Regular Monthly Meeting
December 15, 2022

CALL TO ORDER

Michele Grauerholz, Vice President, called the Board of Trustees' Regular Meeting to order at 9:30 a.m.

QUORUM

Board Trustees Michele Grauerholz, Vice President; Deborah (Debbie) Neubauer, Treasurer; Loretta (Lori) Mammen, Secretary; and Judith Fleming, Trustee at Large, were present and constituted a quorum. Also present were Susan Herr, Library Director; Linda Quintero (representing Friends of the BARLD); Dale Pillow; and Natalie Shults (of Tye Preston Library).

1. Public Comments

There were no comments from the general public.

2. Swearing in of Trustee Judith Fleming (Lori Mammen)

The oath of office was administered to Judith Fleming by Lori Mammen.

3. Discussion/Action Item from the Friends of the Library (Linda Quintero)

New standing rules were approved in November, 2022, and are posted on the FOL web site. The Holiday Tea on December 1, 2022 was successful with more than 100 guests in attendance. FOL received donations for 534 wreaths for the Wreaths Across America event. Placement of the wreaths at Fort Sam Houston will take place on December 16, 2022; the bus for the event will leave the Home Depot parking lot at 12:45 p.m. on that day. There will be a special Book Nook sale on December 17, 2022. The Book Nook inventory will take place on December 30, 2022 at 12:00 p.m. The FOL budget for next year is \$88,000, which includes some anticipated grants. The nominating committee is still seeking candidates for open positions on the FOL board. The annual meeting for FOL will be held on January 21, 2023 at 10:30 a.m. at the library; a light lunch will be served.

4. Discussion/Action Item from the Foundation for the Library

No representative from the Foundation was present to provide an update on Foundation events.

5. Discussion/Action Item on the presentation of annual audit (Gary West)

Gary West, CPA, of West, Davis, & Company, LLP, presented the results of the most recent audit. He reported that the audit was "clean" and revealed no compliance issues. The audit also found an exceptional fund balance for the library. Debbie Neubauer made a motion to accept the auditor's report for the annual audit; Judith Fleming seconded; the motion passed unanimously.

6. Discussion/Action Item on Trustee reports from other meetings attended
Trustees had no reports from other meetings to present.
7. Approval of Minutes from November 17, 2022 meeting
Debbie Neubauer made a motion to accept the minutes of the BARLD Regular Monthly Meeting on November 17, 2022. Lori Mammen seconded; the motion passed unanimously.
8. Discussion/Action Item on Financial Report (Debbie Neubauer)
Debbie Neubauer presented the following reports:
 - November 2022 Balance and Interest sheet per Institution/Account, and monthly total sums, dated November, 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 November, 2022; prepared and signed by Debbie NeubauerDebbie Neubauer made a motion to accept the Financial Reports for November, 2022; Michele Grauerholz seconded; the motion passed unanimously.
9. Discussion/Action Item on credit card bill for library. (Debbie Neubauer)
After reviewing the most recent credit card bill with the Trustees, Debbie Neubauer made a motion to accept and pay the bill of \$15,868.05; Lori Mammen seconded; the motion passed unanimously.
10. Discussion/Action Item to approve Financial/Investment Policy (Debbie Neubauer)
This item was discussed and approved during last month's Trustee meeting. No further action was necessary.
11. Discussion/Action Item on Library Director's Report (Susan Herr)
Susan Herr reviewed several topics from the Director's Report, including the following: purchase of a new Tuff Shed; purchase and installation of Wee Notes (outdoor musical instruments) in Eagle Scout Park on the library grounds; major facilities projects being completed. Susan also shared that the library will be open from 12:00-4:00 p.m. on Sundays beginning in January, 2023.
12. Discussion/Action Item on updates to Public Policy (Susan Herr)
Susan Herr presented an updated Meeting Room Use policy (Section 16 – Meeting Room Use) for consideration by the Trustees. The updated policy clarifies acceptable and unacceptable uses for the library's meeting rooms. Debbie Neubauer made a motion to accept the changes to the Meeting Room Use policy; Lori Mammen seconded; the motion passed unanimously.

13. Discussion/Action Item on contract for hold lockers (Susan Herr)

Susan Herr reported on the progress made in obtaining vendor bids and finding locations for the library hold lockers to be installed. The initial plan is to install two locker systems. The first location will be outside the MFPL gates. The location for the second set of lockers has not been determined, but locations in different parts of the library district are being considered. Susan also shared current quotes for the lockers from three different vendors: Bibliotheca, Dtech, and MkSolutions. Lori Mammen made a motion to preapprove up to \$60,000 for the purchase of the locker systems from the chosen vendor; Debbie Neubauer seconded; the motion passed unanimously. The library is seeking grant money to offset the total cost of the hold lockers. If grants are received, the final cost to BARLD will be reduced.

14. Discussion/Action item on upcoming Planning Calendar items

Discussion/action on the upcoming planning calendar was postponed until the January, 2023 board meeting so that Donna Harris, board president, will be present.

15. Discussion/Action item to schedule next meeting on January 19, 2023.

The next Trustee meeting will be on January 19, 2023.

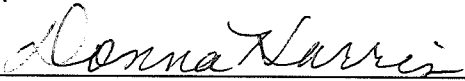
Adjourn

Michele Grauerholz adjourned the Regular Monthly Session of the Board of Trustees' meeting at 11:00 a.m.


Respectfully submitted,

Lori Mammen, Secretary

Approved:



Donna Harris, President



Lori Mammen, Secretary

