

BULVERDE AREA RURAL LIBRARY DISTRICT

Regular Monthly Meeting
January 19, 2023

CALL TO ORDER

Donna Harris, President, called the Board of Trustees' Regular Meeting to order at 9:30 a.m.

QUORUM

Board Trustees Donna Harris, President; 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; Betty Cramer (representing Foundation of the BARLD); Mary Lu Zellers (representing Friends of the BARLD); Rob Lerner (library staff member); Bev Lemes.

1. Public Comments

There were no comments from the general public.

2. Discussion/Action Item from the Friends of the Library (Mari Lu Zellers)

The nominating committee has found candidates for the four open positions on the FOL board. Election of new board members will take place during the annual meeting for FOL to be held on January 21, 2023 at 10:30 a.m. at the library; a light lunch will be served at the meeting.

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

The Foundation has received a \$5,000 donation in memory of Connie Pace. Invitations for the annual Book Ball will be prepared and mailed during the week of January 23, 2023. The Mini Golf Fundraiser is scheduled for August 5th and 6th, 2023, with August 5th designated as "adult night," and August 6th designated as "family day." The Foundation has three new board members: Eugenia Southwell, Judge Robert Falkenburg, and Camille Tyler.

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

Lori Mammen attended the Foundation meeting on January 5, 2023. Her notes from that meeting included information provided by Betty Cramer in her Foundation update. Lori added that the Mini Golf Fundraiser will require a great deal of support from board members.

5. Approval of Minutes from December 15, 2022 meeting

Debbie Neubauer made a motion to accept the minutes of the BARLD Regular Monthly Meeting on December 15, 2022. Donna Harris seconded; the motion passed unanimously.

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

Debbie Neubauer presented the following reports:

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

Debbie Neubauer made a motion to accept the Financial Reports for December, 2022; Michele Grauerholz seconded; the motion passed unanimously.

Debbie Neubauer presented the Interest and Balance Second Quarter Report. A clerical error appeared on the report. A corrected report will be presented to the board at the February, 2023 board meeting for approval.

7. 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 \$7,797.27; Lori Mammen seconded; the motion passed unanimously.
8. Discussion/Action Item on Library Director's Report (Susan Herr)
Susan Herr reviewed several topics from the Director's Report. The carport for the hold lockers has been completed. Susan is training three staff members to take over the Makerspace duties; they began by cleaning/reorganizing the area. Susan is working on a training plan for patrons who want to use the Makerspace. The library is now open on Sundays from 12:00-4:00 p.m. Patrons may check out materials and use the computers and study rooms; no meetings/programs are scheduled for Sundays.
9. Discussion/Action Item on community hold lockers (Susan Herr)
Susan Herr reported that she has had further contact with the vendors, but noted that some technical issues need to be addressed before selecting a final vendor.
10. Discussion/Action Item on fencing for 143 Bulverde Crossing (Susan Herr)
Susan Herr and Rob Lerner presented information on the fencing needs for the recently purchased adjacent land. Approximately 1,700 feet of new fencing will be needed to enclose the area. Donna recommended decorative fencing along the front of the property (to match existing decorative fencing) and chain link/farm field wire for the remainder of the property. Some existing fencing may also be moved and used on other parts of the property. Susan will seek quotes for fencing and report back at a future board meeting.
11. Discussion/Action item on Homebound Delivery Program addition to public policy (Susan Herr)
Susan Herr presented a proposed policy related to delivery services for homebound patrons. The policy addresses the following: customer eligibility, homebound criteria, application and registration, delivery schedule and loan period, fines/fees/renewals, and homebound delivery program conditions. After discussion, board members suggested minor changes to the proposed policy. Lori Mammen made a motion to accept the Homebound Delivery Program policy, with the suggested changes; Michelle Grauerholz seconded; the motion passed unanimously.

Donna Harris suspended the Regular Monthly Session of the Board of Trustees at 10:50 a.m. to discuss budget adjustments in Closed Session as authorized in Government Code 551.074.

12. Closed Session
Donna Harris called the Closed Session to order at 10:50 a.m. with a quorum of Board Members present.

Donna Harris adjourned the Closed Session at 11:27 a.m.
Donna Harris resumed the Regular Monthly Session of the Board of Trustees at 11:27 a.m. with a quorum of Board Members present.

Debbie Neubauer made a motion to approve the budget adjustment discussed in the Closed Session; Michelle Grauerholz seconded; the motion passed unanimously.

13. Discussion/Action Item on Planning Calendar items
Board Members reviewed the upcoming items on the Planning Calendar. Lori Mammen will attend the Foundation board meeting in February, 2023.
14. Discussion/Action item to schedule next meeting on February 16, 2023.
The next Trustee meeting will be on February 16, 2023.

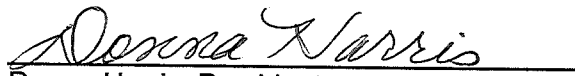
Adjourn

Donna Harris adjourned the Regular Monthly Session of the Board of Trustees' meeting at 11:37 a.m.

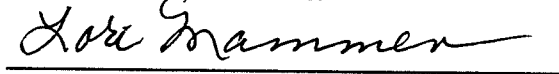
Respectfully submitted,

Lori Mammen, Secretary

Approved:



Donna Harris, President



Lori Mammen, Secretary

