

BULVERDE AREA RURAL LIBRARY DISTRICT

Regular Monthly Meeting  
April 20, 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 were present and constituted a quorum. Also present were Susan Herr, Library Director; Eugenia Southwell (representing Foundation of the BARLD); Mary Lu Zellers (representing Friends of the BARLD); Bev Lemes.

1. Discussion/Action Item from the Friends of the Library (Mary Lu Zellers)  
A new FOL logo has been developed and will be approved soon. FOL continues its work on several projects, including the development of a two-year strategic plan and the final approval of revised FOL policies. The Book and Author committee has tentatively scheduled the event for September 15<sup>th</sup> and September 16<sup>th</sup>, 2023. The dates will be finalized once the committee has received responses from the invited writers. The group has hired Valerie Gatti as a part-time bookkeeper for the remainder of 2023.
2. Discussion/Action Item from the Foundation for the Library (Eugenia Southwell)  
Eugenia reported that the Foundation's principal account has a balance of \$123,953. The Foundation board members continue their work on the Mini Golf Fundraiser scheduled for August 5<sup>th</sup> and August 6<sup>th</sup>, 2023. The Foundation will host a joint meeting for the Foundation, FOL, and BARLD Trustees on a Saturday in May. The date for this event will be announced once it has been finalized.
3. Discussion/Action Item on Trustee reports from other meetings attended  
Michele attended the staff luncheon held in March. She reported the following: Mark continues his work on the library's branding project; library staff members are working on a revised study room policy; the library will host a viewing of the nature documentary *Deep in the Heart of Texas* on April 22 (Earth Day). Lori reported that she attended the March Foundation board meeting. Her notes from that meeting included information provided by Eugenia Southwell in her Foundation update. Donna attended the March FOL meeting and noted that the Book and Author event will include a "meet and greet" for the authors on September 15 (tentative date) and the book and author luncheon on September 16 (tentative date).
4. Approval of Minutes from the March 9, 2023 regular meeting and the March 12, 2023 special meeting  
Debbie Neubauer made a motion to accept the minutes for both the BARLD Regular Monthly Meeting on March 9, 2023 and the BARLD Special Meeting on March 12, 2023; Michele Grauerholz seconded the motion; the motion passed unanimously.



5. Discussion/Action Item on facilities planning meeting Tuesday, April 25, 2023 (Susan Herr)  
Susan provided information about Denelle Wrightson's initial visit for developing a revised 10-year plan for improving/expanding the library's facilities. Denelle will meet with staff members and Trustees during the Staff Luncheon at 12:30 p.m. on April 25<sup>th</sup>; she will then meet with the Trustees and support organizations at 2:00 p.m.
6. Discussion/Action Item on Financial Report (Debbie Neubauer)  
Debbie Neubauer presented the following reports:
  - March 2023 Balance and Interest Statement per Institution/Account, and monthly total sums, dated March, 2023; 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 March, 2023; prepared and signed by Debbie Neubauer
  - Bulverde Area Rural Library District Balance and Interest Third Quarter Report, dated March, 2023; prepared and signed by Debbie Neubauer

Debbie Neubauer made a motion to accept the Financial Reports for March, 2023; Lori Mammen seconded the motion; the motion passed unanimously.
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 \$14,461.25; Lori Mammen seconded; the motion passed unanimously.
8. Discussion/Action Item on Library Director's Report (Susan Herr)  
Susan Herr reported that work on the new fencing has begun and is progressing well. She is waiting to hear when the new community hold lockers will be installed. The new chiller, scheduled to ship on April 28, 2023, is scheduled to be installed in May. Depending on the weather, the library may need to close during the chiller installation. A local Eagle Scout is building a deck between the storage shed and the library building.
9. Discussion/Action Item on annual budget (Susan Herr)  
Susan is working on the annual budget for fiscal year 2023-2024 and will send the proposed budget to the Trustees before the Regular Monthly Meeting scheduled for May 18, 2023. During that meeting, she will respond to any questions that Trustees may have about the budget. The 2023-2024 budget must be approved by June, 2023.
10. Discussion/Action item on annual approval of Financial Policy (Debbie Neubauer)  
Debbie reported that the Trustees approved the Financial Policy for the current fiscal year in the fall of 2022. The Trustees will approve the Financial Policy for fiscal year 2023-2024 in October, 2023.
11. Discussion/Action Item on Planning Calendar items (Donna Harris)  
Donna reviewed the upcoming items on the 2022-2023 Planning Calendar and added the review of Financial Policy for October, 2023. The next EDF meeting is scheduled for April 25, 2023. Because the Trustees are meeting with Denelle Wrightson on the same date, it may not be possible for a Trustee to attend the April 2023 EDF meeting. The Trustees reviewed the remaining meetings for 2023 and confirmed which Trustee will attend each of those meetings.



12. Discussion/Action item to schedule next meeting on May 18, 2023.  
The next Trustee meeting will be on May 18, 2023.

13. Public Comments  
There were no comments from the general public.

Adjourn

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

Respectfully submitted,

Lori Mammen, Secretary

Approved:



Donna Harris, President



Lori Mammen, Secretary

