

BULVERDE AREA RURAL LIBRARY DISTRICT

Regular Monthly Meeting  
February 16, 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; Pat Rodriguez (representing Foundation of the BARLD); Bev Lemes.

1. Public Comments

There were no comments from the general public.

2. Discussion/Action Item from the Friends of the Library (Donna Harris)

Donna reported that FOL is busy with the transition to the newly elected board. In the coming months the board will work on several projects, to include the following: a review of FOL policies (specifically financial policies), the development of a two-year strategic plan, clean-up and reorganization of the FOL office and storage area, and plans for the 2023 Book and Author Luncheon. FOL has also decided to continue to issue Book Nook coupons.

3. Discussion/Action Item from the Foundation for the Library (Pat Rodriguez)

The February 2, 2023 Foundation meeting was cancelled due to the ice storm and power outage at the library. The February meeting has been rescheduled for February 16, 2023 at 5:30 p.m. The Foundation is focusing on plans for the Mini Golf Fundraiser scheduled for August 5<sup>th</sup> and 6<sup>th</sup>, 2023. The Foundation will solicit sponsorships for the event; costs for the different levels of sponsorship are being finalized. President Donna Harris asked that the Foundation representative who attends the monthly Trustee meeting report the most up-to-date balance of the long-term fund held by the Foundation for the library; Pat Rodriguez said that this information will be provided by the Foundation representative at the monthly Trustee meeting. The Rusty and Connie Pace Foundation donated \$5,000 to the Foundation in memory of Connie Pace.

4. Discussion/Action Item on Trustee reports from other meetings attended and schedule attendance for 2023

Donna Harris reported on the FOL meeting that she attended (see Item #2 above). Debbie Neubauer attended the most recent meeting of the BSB Economic Development Foundation. Paula Stakes has been named interim director of the EDF, following the recent resignation of the previous director. During the EDF meeting, the Texas Water Company gave updates on their plans for current and future water demands in their service area, and a Comal County judge spoke on the continued growth within the county. The new Comal ISD superintendent will speak at the next EDF meeting, scheduled for April, 2023. Lori Mammen reported that she will attend the rescheduled Foundation meeting on February 16, 2023. Trustees scheduled attendance for the meetings they will attend during the remainder of 2023.

5. Approval of Minutes from January 19, 2023 meeting  
Michelle Grauerholz made a motion to approve the minutes of the BARLD Regular Monthly Meeting on January 19, 2023. Lori Mammen seconded; the motion passed unanimously.
6. Discussion/Action Item on Financial Report (Debbie Neubauer)  
Debbie Neubauer presented and reviewed the corrected Interest & Balance Sheet Second Quarter Report carried over from January, 2023. Debbie Neubauer made a motion to approve the corrected report; Lori Mammen seconded the motion; the motion passed unanimously.

Debbie Neubauer presented and reviewed the following reports:

- January 2023 Interest and Balance sheet per Institution/Account, and monthly total sums, dated January, 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 January, 2023; prepared and signed by Debbie Neubauer

Debbie Neubauer made a motion to accept the Financial Reports for January, 2023; Judy Fleming seconded; 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 \$6,717.14; Judy Fleming seconded; the motion passed unanimously.
8. Discussion/Action Item on Library Director's Report (Susan Herr)  
Susan reviewed the topics presented in the Director's Report. She reported that the library has submitted a grant proposal to TSLAC. Funds from the grant would be used for various outreach programs conducted by the library.
9. Discussion/Action Item on damage from ice storm (Susan Herr)  
Susan reported that several trees on the property were damaged or destroyed due to the ice storm. No other problems caused by the storm have been noticed/reported. The library did close on all or part of three days due to weather conditions and a power outage.
10. Discussion/Action Item on community hold lockers (Susan Herr)  
Susan reported that the library has selected DTech for the purchase, installation, and maintenance of community hold lockers. The contract is pending.
11. Discussion/Action Item on 143 Bulverde Crossing (Susan Herr)  
Susan Herr and Rob Lerner met with four fencing companies regarding the fencing needs for 143 Bulverde Crossing. Susan has requested bids from the companies and is waiting for responses. The trustees discussed the need for an updated master plan for 2024-2029. The plan would address how/when the property at 143 Bulverde Crossing might be developed in the future. Because Denelle Wrightson (architect/consultant) played a critical role in the successful development and execution of the current master plan, the trustees expressed interest in working with her again on an updated plan. Debbie Neubauer made a motion that Susan Herr contact Ms. Wrightson about her availability and the cost of her services for developing a 2024-2029 master plan; Lori Mammen seconded; the motion passed unanimously.

12. Discussion/Action item on internal policy update (Susan Herr)  
Susan reported that because the library is now open on Sunday, the library needs a clearer policy regarding paid holidays that occur during a holiday weekend. Susan will present a revised policy for the Trustees to consider/approve during the March, 2023 board meeting.
13. Discussion/Action item to approve MFPL wage schedule (Susan Herr)  
Debbie Neubauer made a motion to approve the new MFPL wage and salary schedule presented at the January 19, 2023 board meeting; Michelle Graurholz seconded; the motion passed unanimously.
14. Discussion/Action Item on Planning Calendar items  
Trustees reviewed the upcoming items on the Board Planning Calendar for 2022-2023.
15. Discussion/Action item to schedule next meeting on March 9, 2023.  
The next Trustee meeting will be on March 9, 2023.

Adjourn

Donna Harris adjourned the Regular Monthly Session of the Board of Trustees meeting at 10:35 a.m.

Respectfully submitted,

Lori Mammen, Secretary

Approved:



Donna Harris, President

 (for Lori Mammen)

Lori Mammen, Secretary