

BULVERDE AREA RURAL LIBRARY DISTRICT

Regular Monthly Meeting

May 18, 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; Loretta (Lori) Mammen, Secretary were present and constituted a quorum. Also present were Susan Herr, Library Director; Eugenia Southwell (representing Foundation of the BARLD); Suzanne Kratz (representing Friends of the BARLD); Dale Pillow.

1. Discussion/Action Item from the Friends of the Library (Suzanne Kratz)
The FOL board has designated 90% of the profit from Book Nook sales to the library director's discretionary fund. FOL has registered for the upcoming Big Give fundraising event. FOL has agreed to provide water for the Summer Reading Program.
2. Discussion/Action Item from the Foundation for the Library (Eugenia Southwell)
Eugenia reported that the Foundation's principal account has a balance of \$125,251. The Foundation board members continue their work on the Mini Golf Fundraiser scheduled for August 5th and August 6th, 2023. The Foundation will host a joint meeting for the Foundation board members, FOL board members, and BARLD Trustees on Saturday, May 20, 2023. The speaker for the event will be Rose Mary Fry.
3. Discussion/Action Item on Trustee reports from other meetings attended
Michele attended the library staff meeting held in April, 2023. She reported that the staff continues to plan for the Summer Reading Program, which will begin on June 10, 2023 and end on August 5, 2023. 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.
4. Approval of Minutes from the April 20, 2023 minutes
Michele Grauerholz made a motion to accept the minutes for the BARLD Regular Monthly Meeting on April 20, 2023; Lori Mammen seconded the motion; the motion passed unanimously.
5. Discussion/Action Item on facilities planning meeting Tuesday, June 6, 2023 (Susan Herr)
Denelle Wrightson will present preliminary ideas for a revised 10-year plan for improving/expanding the library's facilities for the Board's review. The meeting will begin at 10:00 a.m.

6. Discussion/Action Item on Financial Report (Debbie Neubauer)
Debbie Neubauer was not present to deliver the financial report for March, 2023. The Board will review/approve those reports at the next BARLD Regular Monthly Meeting scheduled for June 15, 2023.
7. Discussion/Action Item on credit card bill for library. (Donna Harris)
Trustees reviewed the most recent credit card bill. Michelle Grauerholz made a motion to accept and pay the bill of \$7,754.88; Lori Mammen seconded; the motion passed unanimously.
8. Discussion/Action Item on Library Director's Report (Susan Herr)
Susan Herr reported that a power outage during the recent rain storms damaged the library's chiller. A company crew fixed the issues caused by the outage. The shipping date for the new chiller is now June 9, 2023. The library staff continues preparations for the Summer Reading Program. Staff Progress Meetings are occurring now and will continue for the coming two weeks.
9. Discussion/Action Item on building generator (Susan Herr)
Rob Lerner has contacted companies that sell building generators. He will obtain quotes for a generator from at least three companies and present that information at an upcoming Board Meeting.
10. Discussion/Action Item on annual budget (Susan Herr)
Susan Herr presented a draft of the annual budget for fiscal year 2023-2024. Susan will present the final budget for the Board's approval at the Regular Board Meeting on June 15, 2023.
11. Discussion/Action item on updated zip code library cardholder's policy (Susan Herr)
Susan Herr presented an updated zip code library cardholder's policy and explained the proposed changes to the Trustees. Lori Mammen made a motion to accept the updated zip code library cardholder's policy; Michele Grauerholz seconded the motion; the motion passed unanimously.
12. Discussion/Action Item on November election calendar (Susan Herr)
Susan Herr is preparing the calendar for the November, 2023 election. She will present the election calendar for approval at the Regular Board Meeting on June 15, 2023.
13. Discussion/Action Item on branding guide colors (Susan Herr)
Susan Herr reported that there has been discussion among staff members regarding the correct library branding colors to be used in library printed materials (e.g., fliers, calendars, newsletters, signs). Following discussion, the Trustees agreed that the previously chosen brand colors, included in the library's style guide, should be used for all library printed materials.
14. Discussion/Action Item on holiday pay policy (Susan Herr)
Susan Herr explained a revised holiday pay policy that clarifies how employees are paid for holidays. Michele Grauerholz made a motion to accept the revised holiday pay policy. Lori Mammen seconded the motion; the motion passed unanimously.

15. Discussion/Action Item on Planning Calendar items (Donna Harris)
Donna reviewed the upcoming items on the 2022-2023 Planning Calendar. Lori Mammen and Michele Grauerholz will attend the joint meeting of the Foundation board members, FOL board members, and BARLD Trustees scheduled for May 20, 2023. The Trustees reviewed other upcoming meetings and confirmed which Trustee will attend each of those meetings.
16. Discussion/Action item to schedule next meeting on June 15, 2023.
The next Trustee meeting will be on June 15, 2023.
17. 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 10:31 a.m.

Respectfully submitted,

Lori Mammen, Secretary

Approved:



Donna Harris, President



Lori Mammen, Secretary