

BULVERDE AREA RURAL LIBRARY DISTRICT

Regular Monthly Meeting
July 20, 2023

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 Judy Fleming, Trustee at Large, were present and constituted a quorum. Also present were Susan Herr, Library Director; Rob Lerner, Library Staff Member; Betty Cramer (representing Foundation of the BARLD); Mari Lu Zellers (representing Friends of the BARLD); Bev Lemes; Russ Corder (representing Hill Country Civil)

1. Discussion/Action Item from the Friends of the Library (Mary Lu Zellers)
FOL will issue a brief newsletter in the coming days. The newsletter will include information on the upcoming November bus trip. The FOL Board has approved the new logo, strategic plan, and updated policies. The Book and Author Luncheon will take place on Saturday, September 16. The FOL board will host a joint meeting for the BARLD Trustees, Foundation Board Members, and FOL Board Members on Saturday, October 21, 2023.
2. Discussion/Action Item from the Foundation for the Library (Betty Cramer)
The Foundation Board is finalizing all plans for the Mini-Golf event scheduled for August 5-6, 2023.
3. Discussion/Action Item on Trustee reports from other meetings attended
Judy Fleming attended the most recent staff luncheon held in March. She reported that she was very impressed with the enthusiasm and creativity of the library staff. Lori reported that she attended the July Foundation board meeting. Her notes from the meeting included information provided by Betty Cramer in her Foundation update. Michele attended the most recent FOL meeting. Her notes from the meeting included information provided by Mary Lu Zellers in her FOL update.
4. Approval of Minutes from the June 15, 2023 Regular Meeting
Lori Mammen made a motion to accept the minutes for the BARLD Regular Monthly Meeting on June 15, 2023; Michele Grauerholz seconded the motion; the motion passed unanimously.
5. Discussion/Action Item on Financial Report (Debbie Neubauer)
Debbie Neubauer presented the following reports:
 - BARLD June 2023 Balance and Interest Statement per Institution/Account, and monthly total sums, dated June, 2023; prepared and signed by Debbie Neubauer
 - BARLD Profit and Loss Statement with Bills, Budget Performance 2022-2023, with Year-to-Date and Monthly overviews, dated June, 2023; prepared and signed by Debbie Neubauer
 - BARLD Balance and Interest Fourth Quarter Report, dated June, 2023; prepared and signed by Debbie Neubauer

- BARLD End of Fiscal Year 2022-2023 Balance and Interest Statement, dated June, 2023; prepared and signed by Debbie Neubauer

Debbie Neubauer reported that she opened a new account with Texas Class and transferred \$200,000 to that account. Funds in the new account will be used for any future BARLD expansion project. The new account with transferred funds is reflected in both the 2022-2023 Fourth Quarter report and the 2022-2023 End of Fiscal Year report

Debbie Neubauer made a motion to accept the Financial Reports for June, 2023; Judy Fleming seconded the motion; the motion passed unanimously.

6. 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 \$10,488.74; Lori Mammen seconded; the motion passed unanimously.
7. Discussion/Action Item on Library Director's Report (Susan Herr)
Susan Herr reported that the library has hired two library clerks and two library aides/assistants. She also explained the roles and responsibilities of the new staff members. In addition, one current part-time staff member has transitioned to full-time. Susan reviewed the most recent problems with the library's air conditioning system, which included two compressors failing. A temporary chiller has been installed until the replacement chiller arrives. The delivery date for the new chiller has been pushed forward several times since it was ordered last year. The hold lockers should be ready for use by August, 2023; some work must be done on a raised ledge near the lockers that might pose a safety hazard.
8. Discussion/Action Item on November Election (Susan Herr)
The BARLD election takes place in November each year. The candidate application for the BARLD is available on the library's web site or in person at the library. Completed applications must be submitted between July 22 and August 21.
9. Discussion/Action item on Facilities Master Plan (Susan Herr, Ross Corder of Hill Country Civil)
Susan Herr explained that any new expansion to the library will require input from a civil engineering firm. Ross Corder of Hill Country Civil outlined some of the issues that must be addressed before future development can occur. He noted that some new ordinances from the city of Bulverde may affect the library's preliminary expansion plans (ex., cut and fill regulations). Other issues that must be addressed include replatting to combine the library's two existing lots; drainage requirements; tree and/or topographical surveys. The Board of Trustees will meet with Denelle Wrightson (architect/consultant) again on August 14 or August 15. Ross Corder may attend that meeting. A final decision about ordering a feasibility study from Hill Country Civil will be decided after that meeting.
10. Discussion/Action Item on Library Generator (Rob Lerner)
The Board of Trustees previously approved using library funds to purchase a generator for the library. Rob Lerner presented bids from companies interested in installing the generator. After the Trustees discussed the bids, Debbie Neubauer made a motion to accept the bid from Genserv for the generator; Judy Fleming seconded; the motion passed unanimously.

11. Discussion/Action Item on Upcoming Planning Calendar (Michele Grauerholz)
The trustees reviewed the planning calendar. Lori Mammen will add "Complete Cybersecurity Training" (June) and "Post Debt/Transparency Report" (December) to the updated planning calendar.
12. Discussion/Action Item to Schedule the Next Meeting for August 17, 2023
The next Trustee meeting will be on August 17, 2023
13. Public Comments
There were no comments from the general public.

Adjourn

Michele Grauerholz adjourned the Regular Monthly Session of the Board of Trustees' meeting at 11:05 a.m.

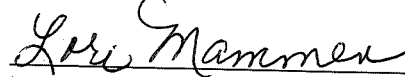
Respectfully submitted,

Lori Mammen, Secretary

Approved:



Donna Harris, President



Lori Mammen, Secretary

