

## BULVERDE AREA RURAL LIBRARY DISTRICT

### Regular Monthly Meeting August 17, 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 Judy Fleming, Trustee at Large, were present and constituted a quorum. Also present were Susan Herr, Library Director; Betty Cramer (representing Foundation of the BARLD); Deborah Halsted (representing Friends of the BARLD); Bev Lemes.

1. Discussion/Action Item from the Friends of the Library (Deborah Halsted)  
Deborah Halsted announced the following FOL events for 2023: the Book and Author Luncheon, September 16; the Big Give, September 20-21; a joint meeting of the BARLD Trustees, FOL board, and BARLD Foundation board, October 14 (tentative). Individual tickets for the Book and Author Luncheon cost \$65. Tables (for eight) cost \$500. The next FOL board meeting is scheduled for August 21, 2023.
2. Discussion/Action Item from the Foundation for the Library (Betty Cramer)  
Betty Cramer reported that the first mini-golf fundraiser was a success, with a gross revenue of \$20,400. After expenses, net revenue for the event was \$13,700. The Foundation board members met in executive session on August 10, 2023 to discuss/evaluate the mini-golf event and voted to hold the event again in 2024. Betty Cramer expressed sincere thanks to the library staff who helped with the event.
3. Discussion/Action Item on Trustee reports from other meetings attended  
Judy Fleming was scheduled to attend the library staff luncheon, but the event was rescheduled for a later date. Lori Mammen did not attend the most recent Foundation meeting because the board members met in executive session.
4. Approval of Minutes from the July 20, 2023 Regular Meeting  
Debbie Neubauer made a motion to accept the minutes for the BARLD Regular Monthly Meeting on July 20, 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 July 2023 Balance and Interest Statement per Institution/Account, and monthly total sums, dated July, 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 July, 2023; prepared and signed by Debbie Neubauer

Debbie Neubauer reported that she transferred \$600,000 to the Texas Class account designated for the 10-year expansion project.
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 \$9,215.46; Lori Mammen seconded; the motion passed unanimously.

7. Discussion/Action Item on Library Director's Report (Susan Herr)  
Susan reviewed the roles and responsibilities of staff members, including recently hired staff. Staff members are currently busy planning for the Fall, 2023 library programs. The new community hold lockers are now operational.
8. Discussion/Action Item on November Election (Susan Herr)  
The deadline for submitting candidate applications for the November 2023 election is August 21, 2023. To date, two individuals have submitted applications.
9. Discussion/Action item on Facilities Master Plan (Susan Herr)  
Susan Herr noted that the next step in the Facilities Master Plan would be to order two surveys: Hill Country Civil's survey for drainage and retention pond and Sherwood Surveying & S.U.E.'s topographical and tree survey. Expenditures for both surveys required Board approval. Debbie Neubauer made a motion to approve up to \$10,000 for Hill Country Civil's survey and up to \$7,500 for Sherwood Surveying & S.U.E.'s survey; Lori Mammen seconded, the motion passed unanimously.
10. Discussion/Action Item on Request for Reconsideration Policy: BARLD Public Policy Section 10.1, Attachment P-11 (Susan Herr)  
Susan Herr presented an updated Request for Reconsideration policy and discussed the proposed changes with the Trustees. Debbie Neubauer made a motion to accept the updated policy; Michele Grauerholz seconded the motion; the motion passed unanimously.
11. Discussion/Action Item on Upcoming Planning Calendar (Michele Grauerholz)  
The trustees reviewed the 2023 planning calendar. Debbie Neubauer noted that the Board will be reviewing the Investment Policy at the September 2023 Board meeting, and asked the trustees to review the policy before that meeting. Susan Herr reported on the Library District meeting held on August 11, 2023. One of the speakers represented the National Special Districts Coalition (NSDC); Susan suggested that the BARLD consider joining this organization. NSDC will host a meeting in Austin on September 28, 2023. Trustees interested in attending the meeting will let Susan know.
12. Discussion/Action Item to Schedule the Next Meeting for August 17, 2023  
The next Trustee meeting will be on September 21, 2023.
13. Public Comments  
There were no comments from the general public.

Adjourn

Donna Harris adjourned the Regular Monthly Meeting of the Board of Trustees' at 10:42 a.m.

Respectfully submitted,

Lori Mammen, Secretary

Approved:



Donna Harris, President



Lori Mammen, Secretary