

BULVERDE AREA RURAL LIBRARY DISTRICT

Regular Monthly Meeting
September 21, 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; Bev Lemes; Joseph Dipasquale.

1. Discussion/Action Item from the Friends of the Library
No representative from FOL attended the meeting. Donna Harris reported that more than 80 people attended the Book & Author Luncheon on September 16, 2023. The profit from the event is projected to be \$2,000-\$3,000.
2. Discussion/Action Item from the Foundation for the Library
No representative from the BARLD Foundation attended the meeting. Susan Herr reported that the profit from the Foundation's library golf fundraiser is projected to be more than \$13,000.
3. Discussion/Action Item on Trustee reports from other meetings attended
Michele Grauerholtz attended the September staff meeting and shared information with the staff about the upcoming November election of two Trustees and the Board's approval of funds for surveys conducted on the library's newly acquired land. She also reported that three Trustees would attend an upcoming meeting of the National Special Districts Coalition (NSDC) in Austin. Michelle reported that staff members shared plans for expanding the library's outreach program and makerspace training.
4. Approval of Minutes from the August 17, 2023 Regular and August 29, 2023 Special Meetings
Michele Grauerholz made a motion to accept the minutes for the BARLD Regular Monthly Meeting on August 17, 2023; Debbie Neubauer seconded the motion; the motion passed unanimously. Debbie Neubauer made a motion to accept the minutes for the BARLD Special Meeting on August 29, 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 August 2023 Balance and Interest Statement per Institution/Account, and monthly total sums, dated August, 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 August, 2023; prepared and signed by Debbie Neubauer

Debbie Neubauer also provided the following information:

 - The approximate balance for the 2017 BARLD expansion project is \$5 million.
 - Expenses related to the current 10-year expansion plan will be paid from the BARLD money market account.

Trustees reviewed the current Financial Policy and discussed proposed changes for the following sections of the policy:

- Updates to Attachment F-1: Financial Institutions Approved for Depository. Debbie Neubauer made a motion to accept the updates as presented; Lori Mammen seconded the motion; the motion passed unanimously.
- Revise Section 8.2, sentence 3 to read as follows: *Meals, transportation, lodging, and miscellaneous expenses while on Library business may be charged to the Library credit card with prior approval of the Library Director.* Debbie Neubauer made a motion to accept the revision; the motion was seconded by Michele Grauerholz; the motion passed unanimously.

Trustees reviewed and accepted the following BARLD investment policies:

- Section 15: Investment Policy for Public Funds. Debbie Neubauer made a motion to accept the current Investment Policy for Public Funds; the motion was seconded by Lori Mammen; the motion passed unanimously.
- Section 16: Investment Policy for Non-Sales Tax Revenue. Debbie Neubauer made a motion to accept the current Investment Policy for Non-Sales Tax Revenue; Michele Grauerholz 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 \$10,019.38; Judy Fleming seconded; the motion passed unanimously.
7. Discussion/Action Item on Library Director's Report (Susan Herr)
Susan Herr announced that two new staff members were hired, the audit for 2022-2023 is in progress, and library patrons are using the new community hold lockers daily.
8. Discussion/Action item on Master Facilities Plan (Susan Herr)
Susan Herr reported that the recent surveys (drainage and retention pond survey; and topographical and tree survey) indicate that the Library needs to request variances from the city of Bulverde before proceeding with the current 10-year expansion plan. After discussion, the Trustees agreed that the variances should be sought at this time. Susan will consult with Hill Country Civil to determine how and when those requests will be made and report back to the Trustees.
9. Discussion/Action Item on November Election (Susan Herr)
Susan Herr contracted with the county for the November, 2023 election of two BARLD trustees. Three candidates will appear on the November, 2023 ballot: Joseph Dipasquale, Michele Grauerholz, and Debbie Neubauer. A link to election policies is available on the library's Web site.
10. Discussion/Action Item on Upcoming Planning Calendar (Michele Grauerholz)
The trustees reviewed the 2023-2024 planning calendar and noted the tasks to be completed in November, 2023.
11. Discussion/Action Item to Schedule the Next Regular Meeting for October 26, 2023.
The next regular meeting will be on October 26, 2023.
12. Public Comments
There were no comments from the general public.

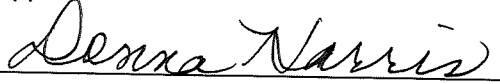
Adjourn

Donna Harris adjourned the Regular Monthly Meeting of the Board of Trustees' at 10:40 a.m.

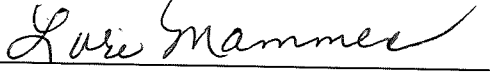
Respectfully submitted,

Lori Mammen, Secretary

Approved:



Donna Harris, President



Lori Mammen, Secretary