

BULVERDE AREA RURAL LIBRARY DISTRICT

Regular Monthly Meeting
October 26, 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; and Loretta (Lori) Mammen, Secretary were present and constituted a quorum. Also present were Susan Herr, Library Director; Mari Lu Zellers (representing Friends of the BARLD); Pat Rodriguez, (representing Foundation of the BARLD).

1. Discussion/Action Item from the Friends of the Library (Mary Lu Zellers)
Mary Lu Zellers announced the following: the FOL Book & Author Luncheon earned a profit of \$3,200; FOL received \$2,850 in donations during the Big Give; and FOL also received a \$3,000 grant from the Minnie Stevens Piper Foundation. The FOL will host the Holiday Tea on December 7, 2023 at the library; there will be a Book Nook Sale during the event. Annual membership dues for FOL will increase from \$10 to \$20 in January, 2024. A "clean-up" day for the FOL storage area is scheduled for November 4, 2023; a budget meeting is scheduled for November 16, 2023.
2. Discussion/Action Item from the Foundation for the Library (Pat Rodriguez)
Pat Rodriguez announced that the Foundation's second annual golf fundraiser is scheduled for August 3-4, 2024. The Foundation will also have an "envelope fundraiser" during November & December, 2023. Pat recently attended a Bulverde Spring Branch Chamber of Commerce (BSBCC) meeting on non-profits; Rose Mary Fry was the presenter. BABCC plans to hold monthly round tables related to non-profits in the future. Pat requested that the Mammen Family Public Library consider sponsoring the December, 2024 BSBCC mixer. Cost for sponsoring the mixer is \$250; the library would also provide food and drinks for the approximately 100 people attending the event. Debbie Neubauer made a motion that the library sponsor the BSBCC mixer in December, 2024; Lori Mammen seconded the motion; the motion passed unanimously.
3. Discussion/Action Item on the annual audit (Gary West, virtually)
Gary West of West, Davis, & Company presented the completed BARLD audit for the fiscal year which ended June 30, 2023 and answered questions from the Trustees. Donna Harris thanked Mr. West for his thorough work on the audit.
4. Discussion/Action Item on Trustee reports from other meetings attended
Donna Harris, Debbie Neubauer, and Michele Grauerholz attended the National Special Districts Coalition (NSDC) meeting in Austin on September 28, 2023. They recommended continued participation in the NSDC meetings to determine if the BARLD should formally join the organization. The next NSDC meeting is scheduled for November 30, 2023 and will be conducted via Zoom. Lori Mammen attended the October, 2023 Foundation board meeting. Her notes from that meeting included information provided by Pat Rodriguez in her Foundation update. Susan Herr attended the most recent EDF meeting. A representative from the Governor's Office on Economic Development spoke at the meeting. Susan reported that a new entertainment venue and other new businesses (e.g., restaurants) are planned for Singing Hills. Donna Harris and Michele Grauerholz attended the recent library staff meeting/luncheon, where staff members discussed current and upcoming projects. The Trustees provided a salad bar, the FOL provided pizza, and the Foundation provided dessert for the staff luncheon.

5. Approval of Minutes from the September 21, 2023
Debbie Neubauer made a motion to accept the minutes for the BARLD Regular Monthly Meeting on September 21, 2023; Michele Grauerholz seconded the motion; the motion passed unanimously.
6. Discussion/Action Item on Financial Report (Debbie Neubauer)
Debbie Neubauer presented the following reports:
 - BARLD September 2023 Balance and Interest Statement per Institution/Account, and monthly total sums, dated September, 2023; prepared and signed by Debbie Neubauer
 - BARLD September 2023 Profit and Loss Statement with Bills, Budget Performance 2022-2023, with Year-to-Date and Monthly overviews, dated September, 2023; prepared and signed by Debbie Neubauer
 - BARLD Balance and Interest First Quarter Report, dated September, 2023; prepared and signed by Debbie Neubauer
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 \$8,839.09; Michele Grauerholz seconded the motion; the motion passed unanimously.
8. Discussion/Action Item on Library Director's Report (Susan Herr)
Susan Herr announced there are now more than 9,000 active library users. The Outreach program will be contacting Meals on Wheels for referrals of individuals who might need the program's services. Susan is reviewing demographic data as a way to serve current patrons and plan for future needs. Preliminary work for updating the old library sign is underway, and Susan is working with Warren on a landscaping plan for the newly acquired property.
9. Discussion/Action Item on Public Policy—Book Bundle Policy (Susan Herr)
Susan presented a proposed policy for donating used books to the independent Little Free Libraries in the BARLD. After reading and discussing the proposed Book Bundle Policy, Trustees determined that the proposed policy was not a public policy, but rather an internal library policy. Therefore, no action from the Trustees was required.
10. Discussion/Action item on Master Facilities Plan (Susan Herr)
Trustees received the Mammen Family Public Library Master Plan Update, dated September 28, 2023. The update included drawings of the proposed additions/changes to the current facility, a possible timeline for the project completion, and a projected budget.
11. Discussion/Action Item on November Election (Susan Herr)
Three candidates appear on the November, 2023 ballot: Joseph Dipasquale, Michele Grauerholz, and Debbie Neubauer. The Trustees will meet during the afternoon of November, 9, 2023 to canvass the votes cast for the candidates.
12. Discussion/Action Item on Upcoming Planning Calendar (Donna Harris)
The trustees reviewed the 2023-2024 planning calendar and noted the tasks to be completed in November, 2023.
13. Discussion/Action Item to Schedule the Next Regular Meeting for November 16, 2023.
The next regular meeting will be on November 16, 2023.

14. Public Comments

There were no comments from the general public.

Adjourn

Donna Harris adjourned the Regular Monthly Meeting of the Board of Trustees' at 11:03 a.m.

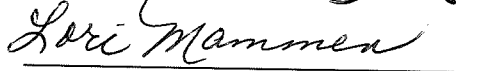
Respectfully submitted,

Lori Mammen, Secretary

Approved:



Donna Harris, President



Lori Mammen, Secretary