

BULVERDE AREA RURAL LIBRARY DISTRICT

Regular Monthly Meeting  
December 14, 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; Mary Lu Zeller (representing Friends of the BARLD); Bev Lemes; Betty Jo Engleman

1. Discussion/Action Item from the Friends of the Library (Mary Lu Zeller)  
Mary Lu Zeller reported that the Holiday Tea was successful. The book sale on December 13 was also successful, earning more than \$1,000. The FOL nominating committee is recruiting candidates for the 2024 FOL board election. The next FOL board meeting is scheduled for December 18, 2023. The FOL annual meeting is scheduled for January 27, 2024; Rob Lerner will speak at that meeting.
2. Discussion/Action Item from the Foundation for the Library  
No representative from the Foundation was present to report.
3. Discussion/Action Item on Trustee reports from other meetings attended  
Lori Mammen had no new information to share from the Foundation and reported that the next Foundation meeting is scheduled for December 14, 2023. Susan Herr reported that the next library staff meeting is scheduled for December 19, 2023. The staff meeting on January 20, 2024 will include an appreciation lunch for library volunteers. The library will host the annual Polar Express event on December 16, 2023. There will be no children's programs from December 26, 2023 through January 1, 2024.
4. Discussion/Action Item on Special Districts online meeting (Susan Herr, Debbie Neubauer, Donna Harris)  
Susan Herr, Debbie Neubauer, and Donna Harris attended the recent online meeting of the National Special Districts Coalition (NSDC) and reported that NSDC is recruiting special districts in the state to form a Texas chapter of the organization. Susan, Debbie, and Donna will attend future NSDC meetings to learn more about how the BARLD might benefit from an NSDC membership.
5. Approval of Minutes from the November 16, 2023  
Debbie Neubauer made a motion to accept the minutes for the BARLD Regular Monthly Meeting on November 16, 2023; Judy Fleming seconded the motion; the motion passed unanimously.
6. Discussion/Action Item on Financial Report (Debbie Neubauer)  
Debbie Neubauer presented the following reports:
  - BARLD November 2023 Balance and Interest Statement per Institution/Account, and monthly total sums, dated November, 2023; prepared and signed by Debbie Neubauer
  - BARLD November 2023 Profit and Loss Statement with Bills, Budget Performance 2022-2023, with Year-to-Date and Monthly overviews, dated November, 2023; prepared and signed by Debbie Neubauer

Debbie Neubauer made a motion to transfer funds from Non-Sales Tax Revenue account to the Texas Class General Fund Unrestricted account, leaving a minimum balance of \$20,000 in the Non-Sales Tax Revenue account. Michele Grauerholz seconded the motion; the motion passed unanimously.

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 \$14,179.39; Lori Mammen seconded the motion; the motion passed unanimously.
8. Discussion/Action Item to approve Financial/Investment Policy (Debbie Neubauer)  
No discussion/action was needed because the Financial/Investment Policy was approved at the September 21, 2023 board meeting.
9. Discussion/Action Item on Library Director's Report (Susan Herr)  
Susan Herr reviewed information in the Library Director's Report. She noted that the library staff will be rearranging some furniture in the library to make the best use of available space.
10. Discussion/Action item on Master Facilities Plan (Susan Herr)  
Susan Herr met with the mayor and city manager of Bulverde to discuss the variances required to proceed with the current Master Facilities Plan. The mayor and city manager said there should be no problem in granting the variances. Ross Corder of Hill Country Civil will prepare a request for the variances and present that to the Planning and Zoning Committee of Bulverde. Susan suggested that the next phase in the process should be creating an outline/sequence of steps to be taken for the project.
11. 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 December, 2023. Strategic Planning goals for the next one to two years will be discussed and approved at the next board meeting on January 25, 2024.
12. Discussion/Action Item to Schedule the Next Regular Meeting for January 25, 2024  
The next regular meeting will be on January 25, 2024.

Donna Harris suspended the Regular Monthly Session of the Board of Trustees at 10:45 a.m. to discuss budget adjustments in Closed Session as authorized in Government Code 551.074.

13. Closed Session  
Donna Harris called the Closed Session to order at 10:45 a.m. with a quorum of Board Members present.  
  
Donna Harris adjourned the Closed Session at 10:48 a.m.
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 10:50 a.m.


Respectfully submitted,

Lori Mammen, Secretary

Approved:



Donna Harris, President



Lori Mammen, Secretary