

BULVERDE AREA RURAL LIBRARY DISTRICT

Regular Monthly Meeting
January 25, 2024

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 Judith (Judy) Fleming, Trustee at Large, were present and constituted a quorum. Also present were Susan Herr, Library Director; Mary Lu Zellers (representing Friends of the BARLD); Pat Rodriguez (representing the Foundation of BARLD)

1. Discussion/Action Item to elect officers of the BARLD

Michele Grauerholz made a motion that the 2023 officers of BARLD continue to serve in their current positions through 2024; Lori Mammen seconded the motion; the motion passed unanimously. Officers for 2024 will be as follows: Donna Harris, President; Michele Grauerholz, Vice President; Loretta (Lori) Mammen, Secretary; Deborah (Debbie) Neubauer, Treasurer; Judith (Judy) Fleming, Trustee at Large.

2. Discussion/Action Item from the Friends of the Library (Mary Lu Zellers)

Mary Lu Zellers reported that the FOL annual meeting will be held on January 27, 2024 at 10:30 a.m. Election of new FOL board members will take place during that meeting. Mary Lu also announced that the FOL has begun using its newly designed logo.

3. Discussion/Action Item from the Foundation for the Library (Pat Rodriguez)

Pat Rodriguez reported that the Foundation's asset balance increased by \$32,000 in 2023. The Foundation will hold its annual Valentine's Book Ball on February 14, 2024, with a goal of netting a profit of \$2,500-5,000 for the event. The Foundation is working on building its donor list and actively seeking new board members to replace members who have moved or whose terms have expired.

4. Discussion/Action Item on Trustee reports from other meetings attended

Lori Mammen attended the most recent Foundation meeting and reported that its next meeting is scheduled for February 8, 2024. She had no other information to add to Pat Rodriguez's Foundation report. Susan Herr reported that library staff reviewed/discussed the following topics at the staff meeting on December 19, 2023: the staff handbook, various library policies, the structure of the various library boards (BARLD Trustees, FOL, and the Foundation). The staff meeting on January 20, 2024 included an appreciation lunch for library volunteers. Susan Herr attended the most recent EDF meeting and reviewed the following items discussed at that meeting: plans for a new commercial development on Heimer Cove; new traffic signals to be installed at the intersection of Highway 46 and Old Boerne Road; new businesses planned for/opening in Singing Hills. The next EDF meeting is scheduled for April 23, 2024.

5. Approval of Minutes from the December 14, 2023 Regular Meeting
Debbie Neubauer made a motion to accept the minutes for the BARLD Regular Monthly Meeting held on December 14, 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 December 2023 Balance and Interest Statement per Institution/Account, and monthly total sums, dated December, 2023; prepared and signed by Debbie Neubauer
 - BARLD December 2023 Profit and Loss Statement with Bills, Budget Performance 2022-2023, with Year-to-Date and Monthly overviews, dated December, 2023; prepared and signed by Debbie Neubauer
 - BARLD Balance and Interest First Quarter Balance & Interest Report, dated December 2023; prepared and signed by Debbie Neubauer. Debbie Neubauer made a motion that the Board approve the Second Quarter Balance & Interest Report; Lori Mammen 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 \$9,940.78; Judy Fleming seconded the motion; the motion passed unanimously.
8. Discussion/Action Item on Library Director's Report (Susan Herr)
Susan Herr reviewed information included in the most recent Library Director's Report. Susan also announced that Deborah Halsted, former FOL board member, has donated \$10,000 per year to the library. The donation is to be set aside for professional development of library staff members. Two library staff members will attend the PLA conference to be held in April 2024 in Columbus, Ohio. Some staff members will also attend the upcoming TLA conference in San Antonio.
9. Discussion/Action item on Master Facilities Plan (Susan Herr)
Susan Herr and Ross Corder attended the most recent Bulverde Planning & Zoning Committee meeting and submitted the variances required to proceed with the current Master Facilities Plan. The Planning & Zoning Committee approved the variance requests. Susan and Ross will attend the next Bulverde City Council meeting to request final approval for the requested variances.
10. Discussion/Action Item on the Mammen Family Public Library Strategic Goals for 2024-2025 (Susan Herr)
Susan Herr reviewed and explained the staff's strategic goals for the coming year.
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 January 2024.
12. Discussion/Action Item to Schedule the Next Regular Meeting for January 25, 2024
The next regular meeting will be on February 15, 2024.
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 10:54 a.m.

Respectfully submitted,

Lori Mammen, Secretary

Approved:



Donna Harris, President



Lori Mammen, Secretary