

BULVERDE AREA RURAL LIBRARY DISTRICT

Regular Monthly Meeting

March 21, 2024

CALL TO ORDER

Donna Harris, President, called the Board of Trustees' Regular Monthly 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; and Pat Rodriguez (representing the Foundation of BARLD)

1. Discussion/Action Item from the Friends of the Library (Donna Harris)
No FOL board member attended the meeting. Donna Harris attended the most recent FOL board meeting. She reported that FOL will continue the Wreaths Across America project in 2024 and reconsider further participation in upcoming years.
2. Discussion/Action Item from the Foundation for the Library (Pat Rodriguez)
Pat Rodriguez reported that the Foundation currently has only five active board members. She explained that with so few board members, the Foundation must postpone plans for the mini-golf event scheduled for August 3-4, 2024. Susan Herr stated that the library would organize and cover the expenses for the family mini-golf event scheduled for August 4, 2024. The family event will be a culminating activity for the library's summer reading program.
3. Discussion/Action Item on Trustee reports from other meetings attended
Susan Herr attended the Texas Workforce Commission meeting held on February 16, 2024 in Kerrville and reported that she gained useful information, including the potential benefits of outsourcing HR services for the library. Michele Grauerholz attended the most recent library staff meeting, where staff members discussed current and upcoming projects. Lori Mammen was scheduled to attend the most recent Foundation board meeting, but the meeting was postponed.
4. Approval of Minutes from the February 15, 2024 Regular Meeting
Debbie Neubauer made a motion to accept the minutes for the BARLD Regular Monthly Meeting held on February 15, 2024; 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 February 2024 Balance and Interest Statement per Institution/Account, and monthly total sums, dated February 2024; prepared and signed by Debbie Neubauer
 - BARLD February 2024 Profit and Loss Statement with Bills, Budget Performance 2023-2024, with Year-to-Date and Monthly overviews, dated February 2024; prepared and signed by Debbie Neubauer
6. Discussion/Action Item on credit card bill for library. (Debbie Neubauer)
After Trustees reviewed the most recent credit card bill, Lori Mammen made a motion to accept and pay the bill of \$12,480.80; Debbie Neubauer seconded the motion; the motion passed unanimously.

7. Discussion/Action Item on annual budget (Susan Herr)
Susan Herr has distributed budget planning packets to staff members for their input on the 2024-2025 budget. She reported that the 2024-2025 budget will probably include a \$10,000 increase for digital resources. The Trustees will receive a preliminary budget at the April 2024 board meeting.
8. Discussion/Action item on Library Director's Report (Susan Herr)
Susan Herr reviewed information included in the most recent Library Director's Report.
9. Discussion/Action item on Master Facilities Plan (Susan Herr)
Susan Herr cannot attend the upcoming City Council Meeting scheduled for March 21, 2024. Ross Corder will attend that meeting and present a revised variance request for the current Master Facilities Plan.
10. Discussion/Action Item on a policy review plan (Donna Harris)
Donna Harris presented a plan for the review of current board policies. She assigned specific sections of the public policies and financial policies for individual Trustees to review before the next board meeting, when any suggested updates will be discussed by the entire board. Specific assignments from the **public policies** for individual Trustees to review are as follows:
 - Section 1:** All Trustees
 - Sections 2-5:** Donna Harris
 - Sections 6-10:** Lori Mammen
 - Sections 11-16:** Michele Grauerholz
 - Sections 17-21:** Judy FlemingSpecific assignments from the **financial policies** for individual Trustees to review are as follows:
 - All Sections:** Debbie Neubauer
11. Discussion/Action Item on Upcoming Planning Calendar (Donna Harris)
The trustees reviewed the 2023-24 planning calendar and noted the tasks to be completed in March, 2024.
12. Discussion/Action Item to Schedule the Next Regular Meeting for April 18, 2024
The next regular meeting will be on April 18, 2024.
13. Public Comments
There were no comments from the general public.

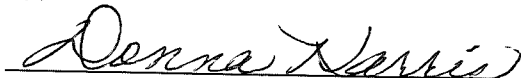
Adjourn

Donna Harris adjourned the Regular Monthly Meeting of the Board of Trustees' at 11:20 a.m.

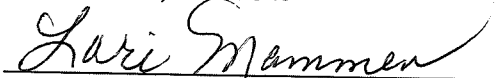
Respectfully submitted,

Lori Mammen, Secretary

Approved:



Donna Harris, President



Lori Mammen, Secretary