

BULVERDE AREA RURAL LIBRARY DISTRICT

Regular Monthly Meeting
April 18, 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; Deborah (Debbie) Neubauer, Treasurer; and Loretta (Lori) Mammen, Secretary were present and constituted a quorum. Also present were Susan Herr, Library Director; Jodi Perez (representing FOL); Ross Corder (Hill Country Civil); and Bev Lemes

1. Discussion/Action Item from the Friends of the Library (Jodi Perez)
Jodi Perez reported that the FOL Board is discussing how to assist with the library mini-golf event in August 2024. The eclipse glasses sale was successful with sales of approximately \$2,600. The FOL will hold a yard sale on May 18, 2024 on the front patio of the library. Items for sale will include excess hospitality items. Unsold items will be donated to the Provisions thrift store.
2. Discussion/Action Item from the Foundation for the Library
No representative from the Foundation attended the meeting. Lori Mammen reported that the most recent Foundation board meeting was canceled.
3. Discussion/Action Item on Trustee reports from other meetings attended
Donna Harris and Debbie Neubauer attended the most recent City Council meeting. They reported that the city council approved the previously requested variances for the Master Facilities Plan. Donna Harris also attended the most recent FOL board meeting.
4. Approval of Minutes from the March 21, 2024 Regular Monthly Meeting
Debbie Neubauer made a motion to accept the minutes for the BARLD Regular Monthly Meeting held on March 21, 2024; Donna Harris seconded the motion; the motion passed unanimously.
5. Discussion/Action Item on Financial Report (Debbie Neubauer)
Debbie Neubauer presented the following reports:
 - BARLD March 2024 Balance and Interest Statement per Institution/Account, and monthly total sums, dated March 2024; prepared and signed by Debbie Neubauer
 - BARLD March 2024 Profit and Loss Statement with Bills, Budget Performance 2023-2024, with Year-to-Date and Monthly overviews, dated March 2024; prepared and signed by Debbie Neubauer
 - BARLD Balance and Interest Third Quarter Report, dated March 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 \$9,048.88; Debbie Neubauer seconded the motion; the motion passed unanimously.
7. Discussion/Action Item on annual budget (Susan Herr)
Susan Herr reviewed the 2024-2025 annual budget with the Trustees. The Trustees and Susan discussed proposed increases/decreases in different budget categories. Susan will send an updated 2024-2025 annual budget to the Trustees by the first week of May 2024.

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/Ross Corder)
Ross Corder of Hill Country Civil attended the Bulverde City Council Meeting on March 21, 2024 and presented a revised variance request for the current Master Facilities Plan. The Bulverde City Council approved the revised plan. Ross reviewed some options for how Trustees could proceed in implementing the Master Facilities Plan. Ross suggested that Trustees consider hiring an architect to create a schematic design for the proposed expansion of the library. Susan Herr has contacted Marmon Mok Architecture and requested a cost estimate for creating a schematic design. After the Regular Monthly Meeting on May 16, 2024, Rob Lerner will conduct a tour of the property for the Trustees.
10. Discussion/Action Item on a policy review plan (Donna Harris)
The Board was unable to complete the policy review due to the absence of two Trustees. The policy review will be completed at the Regular Monthly Meeting on May 16, 2024.
11. Discussion/Action Item on 2024 Election (Susan Herr)
Susan Herr reported that specific information related to the November 5, 2024 election, including filing deadlines, can be found on the library web site.
12. 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 April 2024.
13. Discussion/Action Item to Schedule the Next Regular Monthly Meeting for May 16, 2024
The next Regular Monthly Meeting will be on May 16, 2024.
14. Public Comments
Bev Lemes commented that she admires the proposed plans for development of the library's new property.

Adjourn

Donna Harris adjourned the Regular Monthly Meeting of the Board of Trustees' at 10:48 a.m.

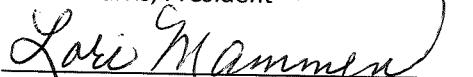
Respectfully submitted,

Lori Mammen, Secretary

Approved:



Donna Harris, President



Lori Mammen, Secretary