

BULVERDE AREA RURAL LIBRARY DISTRICT

Regular Monthly Meeting  
August 22, 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; Mary Lu Zellers (representing the FOL); Debbie Soelberg; Joe DiPasquale

1. Discussion/Action Item from the Friends of the Library (Mary Lu Zellers)  
Mary Lu Zellers reported that members of FOL helped with the library golf event on August 3-4, 2024. The FOL board is currently reviewing and updating the organization's standing rules. FOL will participate in the Big Give held September 18-19, 2024; donations received during that fundraising event will go toward supporting the library's literary festival scheduled for the spring of 2025. Friends of the Library Week takes place October 10-26, 2024; the library's FOL plans to do something to commemorate that week. The annual Book Nook book sale will take place December 11, 2024 (FOL members only) and December 12, 2024 (for all library patrons).
2. Discussion/Action Item on other meetings attended  
The monthly library staff meeting was postponed until Tuesday August 27, 2024. Michele Grauerholz, Debbie Neubauer, and Donna Harris will attend the Bulverde/Spring Branch Economic Development Foundation scheduled for August 22, 2024 at 3:30 p.m.
3. Approval of Minutes from the July 18, 2024 Regular Monthly Meetings  
Debbie Neubauer made a motion to accept the minutes for the July 18, 2024 BARLD Regular Monthly Meeting. Michele Grauerholz seconded the motion; the motion passed unanimously.
4. Discussion/Action Item on Financial Report (Debbie Neubauer)  
Debbie Neubauer presented the following financial reports:
  - BARLD July 2024 Balance and Interest Statement per Institution/Account, and monthly total sums, dated July 2024; prepared and signed by Debbie Neubauer
  - BARLD July 2024 Profit and Loss Statement with Bills, Budget Performance 2024-2025, with Year-to-Date and Monthly overviews, dated July 2024; prepared and signed by Debbie Neubauer
5. Discussion/Action Item on credit card bill for library (Debbie Neubauer)  
After Trustees reviewed the most recent credit card bill, Debbie Neubauer made a motion to accept and pay the bill of \$9,781.05; Lori Mammen seconded the motion; the motion passed unanimously.
6. Discussion/Action Item on Library Director's Report (Susan Herr)  
Susan Herr and the Trustees discussed information included in the most recent Library Director's Report. Susan met landscape architect Jacob Galles, President of the Edgeland Group, regarding plans for developing the new property; she will contract with his company to develop the initial plan for a sum of \$11,000. Susan noted that the Summer Reading Program was a great success with 902 children and 117 teens participating in the program. Susan announced that two recent staff member resignations will require some adjustments in staff positions. Javier Gonzalez will take over the Outreach Program; a new staff member will be hired for the Adult Programming position.

The library's attorney Jason Rammel has moved to the Law Offices of Ryan Henry, PLLC. Susan plans to contract with that firm so that Jason Rammel can continue to represent the library.

7. Discussion/Action Item on Updating Public Policy (Susan Herr)

Susan Herr explained the need to clarify/update two sections of the library's Public Policy. These changes would include clarifying the wording in Section 20 (Animals in the Library) and updating/clarifying Section 8 (Library Fees). Following discussion of the proposed changes, Debbie Neubauer made a motion to approve the suggested changes to Section 20 and Section 8 of the library's Public Policy; Michele Grauerholz seconded the motion; the motion passed unanimously.

8. Discussion/Action Item on November election (Susan Herr)

Susan Herr announced that three candidates had filed for the three open Trustee positions for the upcoming 2024 election. Since the number of candidates equaled the number of open positions, an election is not necessary. For this reason, the MFPL Board of Trustees election scheduled for November 5, 2024 will be cancelled.

9. Discussion/Action Item on Upcoming Planning Calendar (Donna Harris)

The Trustees reviewed the 2024-2025 planning calendar and noted the tasks to be completed in August 2024.

10. Discussion/Action Item to Schedule the Next Regular Monthly Meeting for September 19, 2024

The next Regular Monthly Meeting will be on September 19, 2024 at 9:30 a.m.

11. Public Comments

Donna Harris announced that the Board Training Session, facilitated by Dale Pillow, would begin immediately after the Regular Monthly Meeting adjourned.

12. Adjourn

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

Respectfully submitted,

Lori Mammen, Secretary

Approved:



Donna Harris, President



Lori Mammen, Secretary