

BULVERDE AREA RURAL LIBRARY DISTRICT

Regular Monthly Meeting

November 21, 2024

CALL TO ORDER

Donna Harris, President, called the Board of Trustees' Regular Monthly Meeting to order at 9:30 a.m. Flag salutes and a moment of silence taken.

QUORUM

Board Trustees Donna Harris, President; Michele Grauerholz, Vice President; Deborah (Debbie) Neubauer, Treasurer; Loretta (Lori) Mammen, Secretary; were present and constituted a quorum. Judith (Judy) Fleming was absent. Also present were Susan Herr, Library Director; Beth Jones (representing the FOL); Debbie Soelberg; Bev Lemes; Ralph Lemes; Pat Rodriguez; Kevin McClellan and Aimee Axelson (Marmon Mok); Jacob Galles and Brittany Lowe (Edgeland); Gary Davis (West, Davis & Company, LLC.); Rob Lerner; and Kristin Bowman.

1. Discussion/Action Item on November Election
 - a. No canvas of election report was necessary as the candidates ran unopposed and the election had been canceled.
 - b. Certificates of Election distributed by Donna Harris to newly-elected officers, Debbie Soelberg and Lori Mammen.
 - c. Statements of Officer were signed by Debbie Soelberg and Lori Mammen and will be filed in the library.
 - d. Debbie Soelberg and Lori Mammen took the Oath of Office administered by Donna Harris. Judy Fleming will be sworn in at the December 19th meeting. Donna Harris turned the meeting over to Michele Graueholz to conduct.
2. Elect officers to BARLD board positions (Michele Graueholz)

Debbie Soelberg moved for the slate of officers to be: Michelle Graueholz, President; Lori Mammen, Vice President, with the contingency that if Michele were not able to be president, a new slate of officers would be chosen; Debbie Neubauer, Treasurer; and Debbie Soelberg, Secretary; and Judy Fleming, remain Trustee At Large. Amended to take Judy Fleming off the proposal as she was not sworn in. There may be a reordering of the officers that will be determined at the next meeting. Motion was seconded and unanimously approved.
3. Discussion/Action Item from Marmon Mok on plans for the building expansion

Kevin McClellan and Aimee Axelson presented their plans for the children's wing expansion with renderings, including a timeline for potential construction dates.
4. Discussion/Action Item from Edgeland on landscape plan for 143 Bulverde Crossing

Jacob Galles and Brittany Lowe presented their plans for the landscape with renderings. The hiking trails and destination spots were shown to take advantage of the

setting and to use natural materials, many of which will be recycled from the proposed construction.

5. Discussion/Action Item on the annual audit (Gary West)
Gary West announced that the annual audit of the Mammen Family Library for the year 2023-2024 to be straightforward and correct, including a \$3000 special project adjustment.
6. Discussion/Action Item from the Friends of the Library (Beth Jones)
Beth Jones, new FOL board member, reported that the FOL had a table for member sign-ups at the How-To Festival. Their upcoming events include the Holiday Tea, 12/5, 4-6 p.m.; the Annual Book Nook sale, 12/11 (members only) 12/12 (public welcome); Annual Meeting on 1/25, 10:30 a.m., with a member survey being considered. The board is working on the 2025 budget. Mary Lu Zellers will attend the committee meeting for the Literary Festival on 3/7-8. There is a sign-up for the Holiday Tea for food items as well as helping the day of.

(Inserted) no report from Pat Rodriguez, from the BARLD Foundation, other than they have not met recently, but will be meeting to finalize their next steps.
7. Discussion/Action Item on other meetings attended
Donna attended the Economic Development meeting. There was a presentation by the Department of Transportation. Susan attended the District Meeting on October 28, 2024.
8. Approval of Minutes from the October 17, 2024 Regular Monthly Meeting
Debbie Soelberg moved to approve the minutes for the October 17, 2024 BARLD Regular Monthly Meeting. Motion seconded and passed with three ayes and one abstained (Debbie Neubauer).
9. Discussion/Action Item on Financial Report (Debbie Neubauer)
Debbie Neubauer presented the following financial reports:
 - BARLD October 2024 Balance and Interest Statement per Institution/Account, and monthly total sums, dated October 2024; prepared and signed by Debbie Neubauer
 - BARLD October 2024 Profit and Loss Statement with Bills, Budget Performance 2024-2025, with Year-to-Date and Monthly overviews, dated October 2024; prepared and signed by Debbie Neubauer
10. Discussion/Action Item on credit card bill for library (Debbie Neubauer)
After Trustees reviewed the most recent credit card bill, Debbie Neubauer moved to approve and pay the bill of \$11,284.95. The motion was seconded and unanimously passed by all Trustees in attendance.
11. 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 reported that she had hired Kayli Blalock to fill the vacant Youth Services position. Javier Gonzalez will replace Stephanie Emerson in the library's Outreach Program. Susan announced that we have more than 10,000 active library users, with over 42,000 residents in the BARLD. Susan shared holiday closures for Thanksgiving & Christmas. Polar Express will be on December 21st. Angel tree is up in the foyer. On December 12th the library is hosting the Chamber of Commerce Worker Mixer with Montana sharing a presentation. Planning is ongoing for the Literary Festival in March 2025.

12. Discussion/Action Item on upcoming Planning Calendar (Michele Graueholz)

The Trustees reviewed the 2024-2025 planning calendar and noted the tasks to be completed in November, 2024 and moved the Trustee photo to December and approval of Strategic Planning Goals to January 2025.

13. Discussion/Action Item to schedule the next Regular Monthly Meeting

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

14. Public Comments

There were no public comments.

15. Adjourn

Debbie Neubauer moved to adjourn the Regular Monthly Meeting of the Board of Trustees at approximately 12:00 p.m. The motion was seconded and unanimously passed by all Trustees in attendance.


Respectfully submitted,

Debbie Soelberg, Secretary

Approved:



Michele Graueholz, President



Debbie Soelberg, Secretary