

BULVERDE AREA RURAL LIBRARY DISTRICT

Regular Monthly Meeting
December 19, 2024

CALL TO ORDER

Michele Grauerholz, President, called the Board of Trustees' Regular Monthly Meeting to order at 9:31 a.m. Flag salutes and a moment of silence taken.

QUORUM

Board Trustees Michele Grauerholz, President; Loretta (Lori) Mammen, Vice President; Deborah (Debbie) Neubauer, Treasurer; Debra (Debbie) Soelberg, Secretary; were present and constituted a quorum. Judith (Judy) Fleming was awaiting being sworn in. Also present were Susan Herr, Library Director; Mary Lu Zellers (representing the FOL); Bev Lemes; Sam Mammen; Donna Harris; and Keil Hackley.

1. Discussion/Action Item on November Election
 - a. Certificate of Election was presented to newly-elected officer, Judy Fleming, signed by Donna Harris.
 - b. Statement of Officer was signed by Judy Fleming and Michele Grauerholz, and will be filed in the library.
 - c. Judy Fleming took the Oath of Office administered by Michele Grauerholz and joined the quorum as Trustee at large.

2. Discussion/Action Item from the Friends & Foundation of the Library

Mary Lu Zellers shared with the board the success of the Holiday Tea both in planning and attendance. The co-chairs did a great job. Members donated centerpieces that were donated as door prizes, along with prizes for the children. Live music was playing as well. Member survey to be sent out prior to the annual meeting on January 25, 10:30 a.m. There is a nominating committee that has been meeting with several members to fill the two vacancies. The Book Nook Sale was successful with a first day for members only, and the next day was for the general public with over \$1400 raised. In appreciation for the staff, Book Nook certificates were given to all at their staff meeting. They will be having a January workshop meeting in preparation for the annual meeting. Thanks to Mary Lu for her hard work over the years as her position is up. The Foundation did not meet in November.

3. Discussion/Action Item on other meetings attended

Michele attended the FOL and the 25th Anniversary meetings. There will be a party in January to kick off the celebration of the anniversary. Lori commented the staff were appreciative of their holiday bonuses. Michele, Lori, Debbie N., and Debbie S. attended the staff meeting. Judith and Debbie S. attended the November staff meeting. Polar Express is December 19th. The first annual Hill Country Literary Festival will be March 7th and 8th, with activities for all ages. The website is <https://hillcountryliteraryfestival.org/>.

4. Approval of Minutes – November 21, 2024 Regular Meeting
Debbie N. moved to accept the minutes for the November 21, 2024 Regular Meeting. The motion was seconded and unanimously passed by all Trustees in attendance.
5. Discussion/Action Item on Financial Report (Debbie Neubauer)
Debbie Neubauer presented the following financial reports:
 - BARLD November 2024 Balance and Interest Statement per Institution/Account, and monthly total sums, dated November 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 November 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, Debbie Neubauer moved to approve and pay the bill of \$7,857.53. The motion was seconded and unanimously approved by all Trustees in attendance.
7. 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 we have more than 10,000 active library users, with over 42,000 residents in the BARLD. They are issuing 200-250 cards a month. Susan renewed our System for Award Management (SAM) in order to get grants from the state of Texas. The staff has been working really hard on the 25th anniversary events and the Literary Festival. The How-To Festival was great. The animals invading the library at night was a treat for the kids, as well as the upcoming Polar Express. The circulation staff made a list of 25 Things to Do Throughout the Year in the Library for patrons to check off and earn a prize for completion.
8. Discussion/Action Item on board training (Michele Graueholz)
Michele would like us to be trained by Dale Pillow on the board and Susan on the district. It will be a separate date for this. We can include the FOL Board as well.
9. Discussion/Action Item on updating the BARLD bylaws (Michele Graueholz)
Action: Susan has highlighted in the bylaws that the Vice President and the Trustee at large work together to review the bylaws in an effort to keep things current and bring clarification where needed. These include the bylaws, public policy, internal policy, and financial policy.
10. 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 December, 2024 and moved the Trustee photo to January. Lori and Judy will

bring a proposed schedule to review policies. Debbie S. will be meeting with Susan to update the Planning Calendar with Strategic Planning dates.

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

The next Regular Monthly Meeting will be on January 16, 2025 at 9:30 a.m.

12. Public Comments

Bev commented on Donna Harris' contribution to the BARLD. Sam commented on privacy and public views and perception. Donna, Susan, Lori, and Keil contributed to the discussion. Debbie S. read the motion in the last meeting pertaining to the slate of officers.

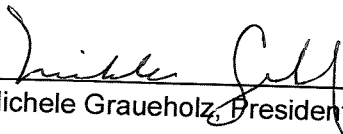
13. Adjourn

Debbie Neubauer moved to adjourn the Regular Monthly Meeting of the Board of Trustees at 10:49 p.m. The motion was seconded and unanimously approved by all Trustees in attendance.

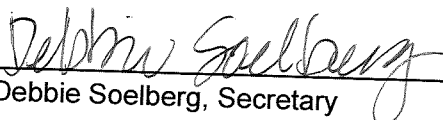
Respectfully submitted,

Debbie Soelberg, Secretary

Approved:



Michele Graueholz, President



Debbie Soelberg, Secretary