

# BULVERDE AREA RURAL LIBRARY DISTRICT

Regular Monthly Meeting  
April 24, 2025

## CALL TO ORDER

Michele Grauerholz, 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 Michele Grauerholz, President; Loretta (Lori) Mammen, Vice President; Deborah (Debbie) Neubauer, Treasurer; Debra (Debbie) Soelberg, Secretary; and Judith (Judy) Fleming, Trustee; were present and constituted a quorum. Also present were Susan Herr, Library Director; Beth Jones, FOL Board Member; and Bev Lemes.

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

Beth Jones said the board is working on a member survey and member outreach to get more people involved in the workload. Volunteer of the year was Merry DiPasquale. In commemoration of the Library's 25th year anniversary, they are planning a Red Carpet Event on August 9th, from 5:00-7:00 p.m., highlighting the FOL history along with a raffle. This will be a wine and cheese open house event, with scrapbooks to browse. January 24, 2026 will be their Annual Meeting. May 18th is their next board meeting.

No one representing the Foundation was present. Pat Rodriguez sent an update to be included here: The Foundation board met last week with all board members present. The board is working on a communications strategy across social media and print, as well as letters to donors and former board members; a gift agreement to the library for the Foundation fund (in keeping with the Foundation's mission); as well as other needed steps.

### 2. Discussion/Action Item on other meetings attended

Michele attended the 25th anniversary planning meeting of the FOL. Debbie N. and Michele attended the FOL board meeting where more planning for the event was discussed; as well as Wreaths Across America. Debbie S. attended the staff meeting in March.

### 3. Approval of Minutes – March 20, 2025 Regular Meetings

Debbie S. moved to accept the minutes for the March 20, 2025 Regular Meeting with edits. The motion was seconded and unanimously passed by all Trustees in attendance.

### 4. Discussion/Action Item on Financial Report (Debbie Neubauer)

Debbie Neubauer presented the following financial reports:

- BARLD March 2025 Balance and Interest Statement per Institution/Account, and monthly total sums, dated March 2025; prepared and signed by Debbie Neubauer. She will be moving Comal County on a separate sheet for better clarification.
- 3rd Quarter of Balance and Interest Statement, prepared and signed by Debbie Neubauer. Debbie N. made a motion to approve the 3rd Quarter Statement. The motion was seconded and unanimously passed by all Trustees in attendance.
- Profit and Loss with Visa dated March 2025, prepared and signed by Debbie Neubauer. Budget for the next year will be on the agenda next month.
- BARLD Sales Tax History was presented by Susan.

5. 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 \$13,237.33 on the invoice. The motion was seconded and unanimously approved by all Trustees in attendance.

6. Discussion/Action Item on Library Director's Report (Susan Herr)

Susan Herr said staff is slowing down in May in preparation for summer reading. The Zenbooths are assembled and in place to use. Summer reading begins June 7th, and will end with Library Golf on Saturday, August 4th. Susan hired Ben Gonzalez for youth programming, including eSports. Martina is graduating soon with her library degree. Makerspace is launching a Maker Fair in conjunction with Tye Preston Library's Makerspace. The library is adjusting the age of children attending Makerspace events from 13 and older, down to 10 and older, with a participating parent in attendance at all times. We have our first Maker-in-Residence, Bill Andrews, who will be on hand several hours a week to answer questions while working on projects. The Literary Festival brought in 1,100 on Friday from school participation and another 400 throughout the day on Saturday, leading to a successful event.

7. Discussion/Action Item on board training (Michele Graueholz)

Susan and Michele decided the board should finish "Library Districts as Government Agencies" by Mary Jo Finch, on our own. We can then focus training on various topics. Michele proposed that we discuss donations next month. Hanna took a picture of the Board of Trustees before the Regular Meeting started.

8. Discussion/Action Item on policy updates (Lori Mammen & Judith Fleming)

- Conflict of Interest Policy:** This will be taken off the agenda and we will be adopting a policy when it comes up in the Financial Policy review.
- Public Policy Review: Sections 11-16:** Following Lori and Judy's schedule of reviewing policies, we reviewed Public Policy, sections 11-16. Updates were made. Action: Read sections 17-21 to be ready to review in May's meeting.
- Financial policy: Section 12.4 Other donations** – Susan brought a Library Proposal Form to be reviewed for inclusion in our policies as an attachment upon approval. Debbie N. moved to make a motion to amend Section 12.4 of the Financial Policy to include wording chosen by the Library Director about

Attachment F-21 to be filled out prior to donation consideration; and Attachment F-21 to be included in the Financial Policy. The addition of 12.4 added to Attachment F-21, so the donation policy is readily available for the donor to read. The motion was seconded and unanimously approved by all Trustees in attendance.

9. Discussion/Action Item on future facilities plans (Susan Herr)

Susan, Rob, Kristin, Montana, and Debbie S. met with the Marmon Mok architects to check the feasibility of going ahead with the parking lot and to discuss reducing the scope of the proposed addition. Kevin (Marmon Mok) will be working on a more detailed design proposal to be used for pricing and community communication.

10. Discussion on Planning Calendar review (Michele Graueholz)

The Trustees reviewed the 2024-2025 planning calendar and noted the tasks to be completed before the next meeting.

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

The next Regular Monthly Meeting will be Thursday, May 15, 2025 at 9:30 a.m.

12. Public Comments

No public comments were made.

13. CLOSED SESSION as authorized by the Government Code, section (in bold below):

No Closed Session.

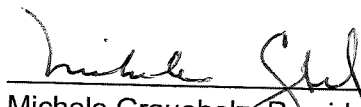
14. Adjourn

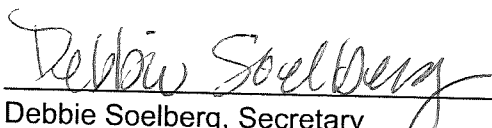
Michele moved to adjourn the Regular Monthly Meeting of the Board of Trustees at 11:06 a.m., April 24, 2025. The motion was seconded and unanimously approved by all Trustees in attendance.

Respectfully submitted,

Debbie Soelberg, Secretary

Approved:

  
Michele Graueholz, President

  
Debbie Soelberg, Secretary