

BULVERDE AREA RURAL LIBRARY DISTRICT

Regular Monthly Meeting
May 15, 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; and Athena Houghtaling, FOL Board Member–Director of Committees.

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

Athena Houghtaling shared that the FOL are all learning about the shared drive and how to successfully use that documentation format. She said the board is working on 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.

No one representing the Foundation was present.

2. Discussion/Action Item on FOL donation for Veteran's Memorial

Debbie N. presented using funds raised from Wreaths Across America and donated to the FOL for the purchase of a bronze flag to be mounted on the wall behind the Veteran's Memorial area, to the left of the front entrance. The cost is \$900, plus \$300 shipping. They will provide holes for installation. Installation cost will come from FOL funds. Debbie N. moved to approve the FOL donation of the Veteran's Memorial Bronze Flag to be posted to the wall to the left of the library entrance. The motion was seconded and unanimously approved by all Trustees in attendance.

3. Discussion/Action Item on other meetings attended

Judy and Susan both attended the BEDF meeting. Michele attended the 25th anniversary planning meeting of the FOL.

4. Approval of Minutes – April 24, 2025 Regular Meetings

Judy moved to accept the minutes for the April 24, 2025 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 April 2025 Balance and Interest Statement per Institution/Account, and monthly total sums, dated April 2025; prepared and signed by Debbie Neubauer.
- Profit and Loss with Visa dated April 2025, prepared and signed by Debbie Neubauer.
- BARLD Sales Tax History was presented by Susan.

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 \$12,452.26 on the invoice. 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 shared that she has added an additional title, along with added responsibility for Javier, to be Outreach and Circulation Manager. Martina will be our Digital Services Librarian. As part of that, she is managing the YA collection. She will also be doing more of the technology classes that Marc is handling currently. She also has many ideas for other digital classes. Ben has jumped on board quickly to his responsibilities and is coming up with ideas for the tween and teen age groups. A young patron, Mark, is teaching Blender computer programming classes to teens. The summer reading program kicks off June 7th; and there will be a tie-dying event for everyone to come color their shirt on June 18th.

8. Discussion/Action Item on annual budget (Susan Herr & Debbie Neubauer)

In determining the next year's budget, Susan and Debbie N. projected sales tax revenue income to be 10% over this year's income budget. Also looking at Profit and Loss revenue, they budgeted for donations and interest earned to come to a working total income. Some items stayed the same. Budget for the trail development is listed under the Capital Expense Budget. Health insurance premiums were discussed with the board supporting a possible change at the fiscal year. The budget includes an additional full time employee new hire possibility. Susan will bring a payscale comparison to next month's meeting. An updated proposal will be considered for approval at the next meeting.

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

- a. Public Policy Review: Sections 17-21: Following Lori and Judy's schedule of reviewing policies, we reviewed Public Policy, sections 17-21. Updates were made. Financial policy: Sections 1-7: Action: Read sections 1-7, with related attachments to be ready to review in June's meeting.
- b. Financial Policy: Att. F-21: Debbie N. used F-21 to get approval from the FOL and BARLD for the donation of the Veteran's bronze flag placement. The form was sufficient for this donation.

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

Susan said she added the newest Marmmon Mok powerpoint presentation with views to the monthly packet. Susan did a comparison of square footage compared with proposed

new areas. This new design is a scaled back version which will help with overall cost reduction.

11. 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.

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

The next Regular Monthly Meeting will be Thursday, June 19, 2025 at 9:30 a.m. The July meeting will be on the 24th.

13. Public Comments

Athena discussed more on her assignment to share FOL events, hours for the 25th Anniversary Red Carpet event will be 5:00-7:00 p.m., with wine and hors d'oeuvres. There will be a rooster quilt raffle also.

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

No Closed Session.

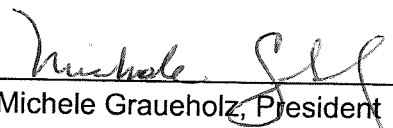
15. Adjourn


Michele moved to adjourn the Regular Monthly Meeting of the Board of Trustees at 11:29 a.m., May 15, 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