

BULVERDE AREA RURAL LIBRARY DISTRICT

Regular Monthly Meeting
June 19, 2025

CALL TO ORDER

Michele Grauerholz, President, called the Regular Monthly Session of the Board of Trustees of the Bulverde Area Rural Library District (BARLD) to order at 9:31 a.m. Flag salutes and a moment of silence taken.

QUORUM

Board Trustees Michele Grauerholz, President; Deborah (Debbie) Neubauer, Treasurer; Debra (Debbie) Soelberg, Secretary; and Judith (Judy) Fleming Trustee were present and constituted a quorum. Absent was Loretta (Lori) Mammen, Vice President. Also present were Susan Herr, Library Director, (by electronic meeting platform); Montana Rindahl, Programming Manager; Rob Lerner, Facilities Manager; Cat Reid, FOL Board Secretary; and Kevin McClellan, Marmon Mok, Principal Architect.

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

Cat Reid shared an update from the FOL monthly meeting that Joe Walsh, Treasurer, resigned from the FOL board; he had been serving since January 2025. Jodi Perez, Assistant Treasurer, stepped up and is filling in the position until the end of the year. Which means that in January, they will be looking for four officers: President, Treasurer, Assistant Treasurer, and Director of Committees. They discussed the member survey that Tonya Jacobs, Vice President, worked on and revised. The board has not decided when or how they will get the survey to their members in order to reach as many as they can. The current thought is at their annual meeting in January. Tonya is also working on member outreach. They did vote not to participate in the How-To Festival, mainly due to short staffing on their part. They did vote to continue participating in the Big Give this year. They are selling raffle tickets for their two donated quilts, with winners to be announced at the 25th Anniversary Celebration on August ninth. It should be a nice, semi-formal event. The raffle tickets are \$10 each, they are hoping to sell 100 tickets. The library staff has agreed to sell tickets for them. Cat reported that they had 20 volunteers that worked a total of 213.5 hours for the month of May. They will not be having meetings in July or August due to planned vacations by the board officers.

No one representing the Foundation was present.

2. Discussion/Action Item on other meetings attended

Michele attended the FOL board meeting and the 25th anniversary planning meeting of the FOL. They are compiling goodie bags and finalizing decoration details. The library staff meeting was cancelled due to Summer Reading and Susan was out of town. Susan attended the PLA sponsored library training meeting in Amarillo. She typed up some notes regarding the recent legislation, indicating which ones may affect our current policies.

Tonya, Linda, and Debbie N. worked on a PowerPoint presentation for the 25th anniversary celebration.

3. Discussion/Action Item on Library Director's Report (Montana Rindahl)

The library is busy with Summer Reading in full swing. 975 people attended the Saturday kickoff on June 7th. Savannah, a library clerk, had her last day. Sydney's last day will be in July. There have been a lot of programs for all ages. 375 people came by to tie-dye their summer reading t-shirts. The HVAC went out in the main area of the library again after going out over the weekend. They moved things around so programs could be in rooms that are cool. Javier is making more visits, especially to the summer school programs. Seven out of nine chicks hatched and have been returned to the farm. The kids love to watch their progress and they might try ducks in the fall.

4. Approval of Minutes – May 15, 2025 Regular Meeting

Debbie N. moved to accept the minutes for the May 15, 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 May 2025; prepared and signed by Debbie Neubauer.
- Profit and Loss with Visa dated May 2025, prepared and signed by Debbie Neubauer.
- BARLD Sales Tax History was presented by Susan.
- Debbie N. finished her public funds investment course of 8 hours, presented by Texas Class and will file these certificates with Cathy for the auditor to see.

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 \$16,166.00 on the invoice. The motion was seconded and unanimously approved by all Trustees in attendance.

7. (Out of sequence—moved #9 up)—Discussion/Action Item on future facilities plans (Kevin McClellan from Marmon Mok)

Kevin began by presenting a recap of the presentation from last month. The planning was updated based on budget, with reducing the square footage of the children's area and a redesign for the parking. The new design is down to around 10,000 square feet, and a renovation of interior space of 6,800. Kevin went over the revised budget with a target of \$8,000,000. After showing the board the revised plan again and the budget outline, the board asked questions to their satisfaction.

Debbie N. moved to proceed with the architect, the schematic and design developments. The motion was seconded and unanimously passed by all Trustees in attendance.

Discussion followed creating a Construction Committee, consisting of Susan, Rob, Kristin, Montana, and Debbie S., with a rotation of one other board member attending the committee meetings.

Debbie S. moved to approve the Marmon Mok concept with the large patio. The motion was seconded and unanimously passed by all Trustees in attendance.

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

Financial Policy Review: Sections 1-7: Following Lori and Judy's schedule of reviewing policies, we reviewed Financial Policy, sections 1-7. Updates were made. Action: Read sections 8-16, with related attachments to be ready to review in July's meeting.

9. Discussion on Planning Calendar review (Michele Graueholz)

The Trustees reviewed the 2024-2025 and 2025-2026 planning calendars and noted the tasks to be completed before the next meeting.

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

The next Regular Monthly Meeting will be Thursday, July 24, 2025 at 9:30 a.m.

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

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

551.074 Personnel – Review health insurance coverage and wage scale proposals

The Trustees entered the Closed Session at 10:45 a.m. and returned at 11:09 a.m.

Debbie N. moved to approve the annual budget as presented. The motion was seconded and unanimously passed by all Trustees in attendance.

Debbie N. moved to approve the proposed wage scale, with the change of title of Assistant Librarian to Department Manager, with no need for a formal library science degree, and the Library Assistant II to a maximum of \$22.00. The motion was seconded and unanimously passed by all Trustees in attendance.

Debbie N. moved to accept the board paying health insurance premiums at 100% for employees only, as of July, the new fiscal year. The motion was seconded and unanimously passed by all Trustees in attendance.

12. Public Comments

There were no public comments.

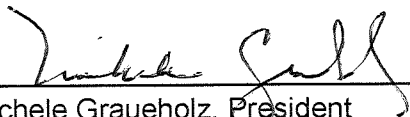
13. Adjourn

Michele moved to adjourn the Regular Monthly Meeting of the Board of Trustees at 11:12 a.m., June 19, 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