

## BULVERDE AREA RURAL LIBRARY DISTRICT

Regular Monthly Meeting  
September 18, 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 9:30 a.m., on September 18, 2025. Flag salutes and a moment of silence was 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 Suzanne Kratz, FOL President.

1. Public Comments (must refer to agenda items only)  
No public comments were made.
2. Discussion/Action Item from the Friends & Foundation of Library  
25th Anniversary Gala was on August 9th. Suzanne Kratz, President, reported that they made \$760.00 on raffles. The Big Give was on the 18th, raising funds targeted for VOX Books for kids, an all-in-one read-along. Planning for the Holiday Tea, scheduled for December 4th, is underway. Dale Pillow is the new Treasurer, replacing Joe Walsh. They are still working up a survey for members. There will be three members off the board at the January 24th meeting.  
No one representing the Foundation was present.
3. Discussion/Action Item on other meetings attended  
Susan and Hanna attended the Chambers meeting, presenting on library publicity. Susan attended the EDF meeting. Lori attended the Staff Meeting in August. Michele will attend the next Staff Meeting.
4. Reading and Approval of Minutes – August 21, 2025 Regular Meeting  
Lori moved to accept the minutes of the August 21, 2025 Regular Meeting, with edits. The motion was seconded and unanimously passed by all Trustees in attendance.
5. Discussion/Action Item on Financial Report (Debbie Neubauer)  
The BARLD reviewed Debbie Neubauer's reports:
  - BARLD August 2025 Balance and Interest Statement per Institution/Account, and monthly total sums, dated August 2025; prepared and signed by Debbie Neubauer.
  - Profit and Loss with Visa dated August 2025, prepared and signed by Debbie Neubauer.
  - BARLD Sales Tax History was presented by Susan.

Discussion on SAMCO refinancing options.

- Debbie N. moved to have Duane go to Broadway Bank and start negotiations on this lower interest rate. The motion was seconded and unanimously passed by all Trustees in attendance.
- The Board and Susan will meet with him on September 30th in a Special Session to discuss options on payments.

Discussion to close Texas Regional Bank Accounts.

- We don't have to keep non-tax and taxable accounts separately.
- An elected board cannot use funds to hire a lobbyist, only the FOL can.
- Debbie N. moved to close the Texas Regional Bank Money Market (x981) Account and the Non-Sales Tax Revenue (x408) Account and move them into the First United Bank of Texas Money Market Tech (x937) Account. The motion was seconded and unanimously passed by all Trustees in attendance.

6. Discussion/Action Item on credit card bill for library (Debbie Neubauer)

After the Trustees reviewed the most recent credit card bill, Debbie N. moved to approve and pay the bill of \$10242.16 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 reported on having positions opened for hiring of Library Director and Adult Programming positions. Already having several interviews for the Adult Programming position. Susan is preparing a spreadsheet of the applicants that have already applied for the Library Director position. We need to decide on who will be on the hiring committee. Susan will share that spreadsheet with the Board. Hiring an Administrative Assistant in-house and training has started with Sophia from Adult Programming. Briana is leaving in November and we will need to hire her and Sophia's replacements soon.

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

Financial Policy Review: Section 10 - Purchasing Outside of Approved Budget. We reviewed final changes for Section 10 and Attachments associated therein to be in line with state and local law changes made in September 2025. Along with inserting all the changes, Susan will be renumbering all the Attachments to be in chronological order. Debbie N. moved to approve the corrected Financial Policy and Attachments with all the corrections made on the Proposed Budget Spreadsheet. The motion was seconded and unanimously approved by all Trustees in attendance. Internal Policy 1-3 will be reviewed in October.

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

Susan has sent the contract for architectural services from Marmon Mok to our attorney for review. The architect and lawyer are discussing points.

10. Discussion on Planning Calendar review (Michele Graueholz)

The Trustees reviewed the 2025-2026 planning calendars and made corrections.

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

The next Regular Monthly Meeting will be Thursday, October 23, 2025 at 2:00 p.m.

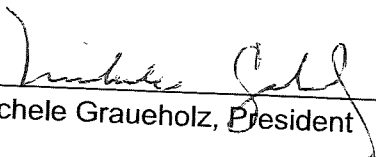
12. Adjourn

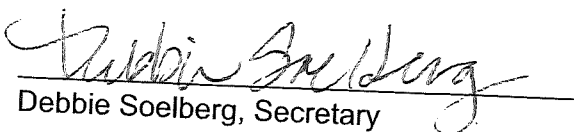
Lori moved to adjourn the Regular Monthly Meeting of the Board of Trustees at 11:35, September 18, 2025. The motion was seconded and unanimously approved by all Trustees in attendance.

Respectfully submitted,

Debbie Soelberg, Secretary

Approved:

  
Michele Graueholz, President

  
Debbie Soelberg, Secretary

