

## BULVERDE AREA RURAL LIBRARY DISTRICT

Regular Monthly Meeting  
November 20, 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., on November 20, 2025. Flag salutes and a moment of silence was taken.

### QUORUM

Board Trustees Michele Grauerholz, President; Deborah (Debbie) Neubauer, Treasurer; Debra (Debbie) Soelberg, Secretary were present and constituted a quorum. Loretta (Lori) Mammen, Vice President; and Judith (Judy) Fleming, Trustee; were absent. Also present were Susan Herr, Library Director; Montana Rindahl, Programming Manager; and Dale Pillow, FOL Treasurer.

### **The following subjects were discussed, approved/disapproved or adopted:**

1. Public Comments (must refer to agenda items only)

No public comments were made.

2. Discussion/Action Item on November election

Debbie Soelberg moved to postpone the swearing in of the new trustees until the December 18, 2025 meeting, pending a full quorum. The motion was seconded and unanimously passed by all Trustees in attendance.

3. Item from the Friends & Foundation of BARLD

Dale Pillow, representing the FOL, mentioned the book sale for the FOL Members was the day before. The public sale will be December 10th. The Holiday Tea planning is on December 4th. The chairs have asked for centerpieces to be donated for the door prizes. A sign-up genius went out for sweets and savory donations. The survey was completed with over twenty responses. There are three openings on the board. The budget was approved at the last board meeting. Dale, as Treasurer, has streamlined the budget line items. Dale and Betty will meet to file the IRS 990 form. The board approved replacing the tires on the trekker.

Susan Herr, representing the Foundation, met with Pat and Lori from the foundation, along with Montana, Cornelia, and Peggy Hamm online. They elected Susan, Peggy and Cornelia onto their board. They voted to have Peggy, President, Cornelia, Vice President; and Susan as Treasurer. Pat, Lori, and Eugenia are remaining on the board, but are not officers, until they can transition the funds over to the bank. They will be moving all their documents onto the Google drive. Their next meeting will be December 5th. This is a transition board to complete this work.

4. Discussion/Action Item on the annual BARLD audit

Debbie Neubauer moved to push the audit report to the December 18, 2025 board meeting when the auditor can attend. The motion was seconded and unanimously passed by all Trustees in attendance.

5. Discussion/Action Item on other meetings attended

Michele attended the staff meeting and her and Dale remarked on being part of the selection committee and how glad we are with Montana being the new director. They heard about the upcoming How-To Festival. Debbie S. attended the EDF quarterly meeting. February 11, 2026 is the next meeting date.

6. Reading and Approval of Minutes – October 23, 2025 Regular Meeting and October 30, 2025 Special Session

Debbie N. moved to accept the October 23, 2025 Regular Meeting minutes. The motion was seconded and unanimously passed by all Trustees in attendance.

Debbie N. moved to approve the October 23, 2025 Closed Session minutes. The motion was seconded and unanimously passed by all Trustees in attendance.

Debbie N. moved to accept the October 30, 2025 Special Session minutes. The motion was seconded and unanimously passed by all Trustees in attendance.

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

The BARLD reviewed Debbie Neubauer's reports:

- BARLD October 2025 Balance and Interest Statement per Institution/Account, and monthly total sums, dated October 2025; prepared and signed by Debbie Neubauer; noting the Texas Regional zero balance. The money was initially moved to the Money Market Tech account (x937) at First United Bank. The money has not been transferred to Texas Class as of yet. That will be done by the next meeting. There is a General Fund Unrestricted account in Texas Class showing (\$1,424,944.68) is where we paid down the debt/fees.
- A letter to the comptroller, the Honorable Kelly Hancock, was signed by Debbie Neubauer, notifying the Acting Texas Comptroller of Public Accounts, that we have retained HdL Companies to provide BARLD administrative assistance related to its sales and use tax.
- Profit and Loss with Visa dated October 2025, prepared and signed by Debbie Neubauer.
- BARLD Sales Tax History was presented by Susan.
- Debbie Neubauer moved to approve the Second Quarter Investment Report as reviewed and signed by Debbie Neubauer and Debbie Soelberg.

8. 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 \$8,080.82 on the invoice. The motion was seconded and unanimously approved by all Trustees in attendance. We are working on transferring credit cards used by the Library that are in Susan's name to be transferred to the new director, Montana, or the BARLD Treasurer.

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

Susan reported we were very busy last month. The circulation numbers are still up over last year. We are looking good—the door count was down compared to last year because of the presidential election. We hired Bek Corley, for Adult Programming, and Emma replaced Brianna. We will begin posting a replacement for Montana as Programming Manager. We are hiring a replacement for Sophia's position, but making it full-time instead of part-time. After that hire is in place, the plan is to transition Hanna into full-time marketing. Montana will begin training with Susan overlapping December.

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

Debbie N. moved to push out review of the policy updates until January 2026, working with the new director, Montana. The motion was seconded and unanimously passed by all Trustees in attendance. Internal Policy 1-3 will be reviewed in January.

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

Susan had Ross Corder come and consult about our next steps in getting the parking lot design. The variance we have with the city in regards to the land, stay with the land as long as we retain ownership of the land. Susan discussed moving forward with the parking lot with Marmon Mok and Kevin agreed that it was fine to go that route. We need to replat both lots into one lot and Ross will go to the city and represent us on it. Sherwood needs to be involved with the replatting as well. We have funds in our Capital Expansion account for this. Susan would like to get our approval to move forward with the replat of the land, with figures on the attachments. This process could take 4-6 months. Debbie N. moved to accept the HCC, Hill Country Civil, proposal of \$51,000.00. The motion was seconded and unanimously passed by all Trustees in attendance. Debbie N. moved to accept the proposal by Sherwood Surveying, S.U.E., in approximately \$20,000.00 as per the documents. The motion was seconded and unanimously passed by all Trustees in attendance.

12. Discussion on Planning Calendar review (Michele Graueholz)

The Trustees reviewed the 2025-2026 planning calendars and made corrections. We will swear in the new board members in December. We will get a new picture taken in November. These include moving the Internal Policy review to January. We will add the next EDF meeting on February 11, 2026 to the calendar.

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

The next Regular Monthly Meeting will be Thursday, December 18, 2025 at 9:30 a.m.

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

**551.074 Discussing personnel or to hear complaints against personnel – (Regarding staff compensations)** Michele moved to go into a Closed Session at 10:49 a.m. Michele adjourned the Closed Session at 11:08.m. and resumed the Regular Session at 11:08. Michele moved to approve the staff compensations as discussed in the Closed Session. The motion was seconded and unanimously passed by all Trustees in attendance. Debbie N. moved to approve the compensation for the Library Director as discussed in the Closed Session. The motion was seconded and unanimously passed by all Trustees in attendance.

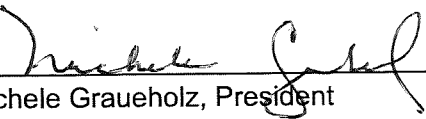
15. Adjourn

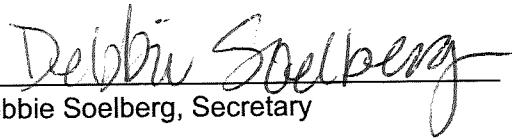
Michele moved to adjourn the Regular Monthly Meeting of the Board of Trustees at approximately 11:10 a.m., November 20, 2025. The motion was seconded and unanimously approved by all Trustees in attendance.

Respectfully submitted,

Debbie Soelberg, Secretary

Approved:

  
Michele Graueholz, President

  
Debbie Soelberg, Secretary