

BULVERDE AREA RURAL LIBRARY DISTRICT

Regular Monthly Meeting  
August 21, 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 August 21, 2025. Flag salutes and a moment of silence taken.

QUORUM

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

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

Michele reported the success of the 25th Anniversary Gala on August 9th. Linda Quintero reported that there were 47 R.S.V.P.s, with only 31 attendees. It was very nice with wine and appetizers served. Scrapbooks were displayed, Charter members honored, and raffles of three items, a quilt, a basket, and an art piece.

Athena Houghtaling, FOL Director of Committees, arrived during item 4., and she offered her report: We just held our 25th Anniversary Celebration, although not 100% attended, but it was a fun evening. We enjoyed the wine and food. We will return to our meetings in September. We still do our committee reports, of which there are two—the first on the Gala, which they haven't reported on the earnings from the raffles yet; the second on the Wreaths Across America committee reported the new flag wall sculpture is installed, both in our July report. As a footnote, the Book Nook had good summer sales because of the summer reading program. They sold 20 \$5.00 gift cards to the Men's Book Club, which will be used for a monthly drawing.

No one representing the Foundation was present.

2. Discussion/Action Item on other meetings attended

Michele attended the Staff Meeting right after this board meeting. Michele and Debbie S. attended the Expansion Committee Meeting on August 7th.

3. Approval of Minutes – July 24, 2025 Regular Meeting

Lori moved to accept the minutes for the July 24, 2025 Regular Meeting. The motion was seconded and unanimously passed by all Trustees in attendance.

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

The BARLD reviewed Debbie Neubauer's reports:

- BARLD July 2025 Balance and Interest Statement per Institution/Account, and monthly total sums, dated July 2025; prepared and signed by Debbie Neubauer.

- Profit and Loss with Visa dated July 2025, prepared and signed by Debbie Neubauer.
- BARLD Sales Tax History was presented by Susan.

5. Discussion/Action Item on credit card bill for library (Debbie Neubauer)  
After the Trustees reviewed the most recent credit card bill, Debbie Soelberg moved to approve and pay the bill of \$4,373.24 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 reported on the success of the Summer Reading Program. Susan reported on the new hire, Kaci Zhang as a Circulation Clerk, who had been volunteering at the library. Sidney Kavaday moved in August. Savannah had left this summer, both were clerks. Collections circulated numbers and visitors to the library numbers were about the same as last year. Martina has taken over as the Digital Services Librarian, along with teen collection development. Brianna who is a Youth Services Specialist, working with the Teens, has given us notice that she will be moving in November. Boundless, which is totally funded through TSLAC, has funding to continue through May 2026, with modifications on length of checkout reduced from three weeks to two. Payroll is being outsourced with a local company, and should be up and running in September.

7. Discussion/Action Item on policy updates (Lori Mammen & Judith Fleming)  
Financial Policy Review: Section 10 - Purchasing Outside of Approved Budget was discussed and a partial reworking occurred for clarity. We were needing more time to finish a new section 10. Action: Debbie S. will send out a revised section 10 proposal to look over in September's meeting. Internal Policy will be reviewed in October.

8. Discussion/Action Item on BARLD election (Susan Herr)  
Susan said we only had two candidates apply for our election in November, Michele Grauerholz and Debbie Neubauer. As they were unopposed we canceled the election. We have a Certification of Unopposed Candidate for Other Political Subdivisions that Debbie Soelberg signed. We also have an Order of Cancellation, that Debbie Soelberg and Michele Grauerholz signed, which we will post on election day here at the library and on our website.

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.

Singer Services has cleared and chipped the trails that Edgeland designed. The trees have been limbed up to walk under. A gentleman will be willing to donate ten concrete constructed benches that look like wood, in honor of his wife who passed recently, which will be placed along the trails.

10. Discussion on Planning Calendar review (Michele Graueholz)

The Trustees reviewed the 2025-2026 planning calendars and moved additional policy readings and reviews down a month because of our continued work on the Financial Policy.

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

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

12. Public Comments

There were no public comments.

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

**551.074 Discussing personnel or to hear complaints against personnel.**

The Trustees entered the Closed Session at 11:04 a.m. and returned at 11:40 a.m.

Lori moved to accept the resignation of Susan Herr, Library Director, effective December 31, 2025. The motion was seconded and unanimously approved by all Trustees in attendance. Susan has been a valuable asset to the library and community in her 17 year career.

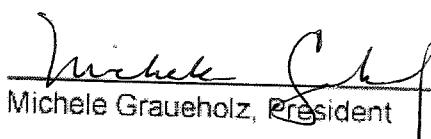
14. Adjourn

Michele moved to adjourn the Regular Monthly Meeting of the Board of Trustees at 11:42 a.m., August 21, 2025. The motion was seconded and unanimously approved by all Trustees in attendance.

Respectfully submitted,

Debbie Soelberg, Secretary

Approved:

  
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Michele Graueholz, President

  
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Debbie Soelberg, Secretary