

# BULVERDE AREA RURAL LIBRARY DISTRICT

## Regular Monthly Meeting October 23, 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 2:00 p.m., on October 23, 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; Dale Pillow, FOL Treasurer; Joe DiPasquale, FOL Board Member; Pat Rodriguez, Foundation of BARLD President; Lori Seitz, Foundation of the BARLD Secretary, and Eugenia Southwell, Foundation of BARLD 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. CLOSED SESSION as authorized by the Government Code, section (in bold below):**

**551.074 Discussing personnel or to hear complaints against personnel – (Regarding hiring a new Library Director)** Michele moved to go into a Closed Session at 2:02 p.m. Michele adjourned the Closed Session at 2:38 p.m. and resumed the Regular Session at 2:39.

#### **3. Discussion/Action Item from the Friends & Foundation of BARLD**

Joe DiPasquale said they are conducting a board candidate search; doing some screening of some membership rolls to seek possible candidates for next year. Their strategic plan is on hold until the new director comes on board. They will continue to sketch out their vision for the board. The budget meeting will be on October 28th, 1:00 p.m., reviewing recurring budget items. The Holiday Tea planning is underway, guided by Athena Houtaling and Susan Herr, with a sign-up for the event posted. The FOL will have a table at the Trick-or-Treat at the library. At the January 24th, 10:00 a.m. meeting, along with swearing in new candidates, there will be a special recognition for Susan Herr. The FOL survey was sent out with a deadline of October 31, 2025.

Pat Rodriguez, Foundation of BARLD President, presented their summary of the Library Foundation and presented the Board of Trustees with an agreement to transfer their funds over to the BARLD. The agreement will be reviewed by the board and our attorney. No formal action was taken at this time.

#### **4. Discussion/Action Item on the annual BARLD audit**

Debbie Neubauer moved to move the audit report to the November 20, 2025 board meeting due to the auditor not being able to attend the meeting today. The motion was seconded and unanimously passed by all Trustees in attendance.

5. Discussion/Action Item on other meetings attended

Michele attended the Friends of the Library meeting.

6. Reading and Approval of Minutes – September 11, 2025 Special Session and September 30, Special Session and the September 18, 2025 Regular Meeting

Debbie N. moved to accept the September 11, 2025 Special Session minutes. The motion was seconded and unanimously passed by all Trustees in attendance.

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

Debbie N. moved to accept the minutes of the September 18, 2025 Regular Meeting, with the correction of the Visa bill payment amount. 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 September 2025 Balance and Interest Statement per Institution/Account, and monthly total sums, dated September 2025; prepared and signed by Debbie Neubauer.
- First Quarter Report starting in July and ending in September 2025 signed by Debbie Neubauer.
- Profit and Loss with Visa dated September 2025, prepared and signed by Debbie Neubauer.
- BARLD Sales Tax History was presented by Susan.

Discussion to close Texas Regional Bank Accounts.

- Debbie N. will finalize the closing of the Texas Regional Bank Money Market (x981) Account and the Non-Sales Tax Revenue (x408) Account. Debbie N. moved to transfer \$50,000.00 from the Non-Sales Tax Revenue (x408) into the Texas Class Non Tax Revenue Exempt account and the rest of the money into the First United Bank of Texas Money Market Tech (x937) Account. The motion was seconded and unanimously passed by all Trustees in attendance.

Discussion on SAMCO refinancing options.

- Duane sent draft memorandums and instructions for refinancing the loan to close on October 16, 2025. We will pay down the loan amount by \$1,430,000.00, which will shorten the loan by 2 years. Debbie will be wiring to the county \$1,468,104.17 which includes fees. Payments of \$25,000.00 to McCall, Parkhurst & Horton, LLP. for expenses relating to serving the bank counsel; \$12,500 to Norton Rose Fulbright US, LLP., in Austin; and \$2,500.00 to Samco.

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 \$10,236.15 on the invoice. The motion was seconded and unanimously approved by all Trustees in attendance. The electricity bill will be a line item shown on the Profit and Loss Statement in the future.

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

Susan reported all is going well with programming—starting back up after summer reading. She has been conducting interviews for the Youth Librarian position and hopes to have an offer accepted by the end of the month. Then they will post the Adult Programming Assistant position,

and conduct interviews for that position. The automated payroll system is working well, there are some kinks that they are addressing with the clock-in procedure.

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

Public Policy change in regards to library card issuing, creating student passport cards. We will be eliminating free library cards from some zip codes that have San Antonio addresses. Debbie S. moved to adopt the new Section 4, Library Card membership by taking out affected zip codes and approved the updated Zip Code Attachment. The motion was seconded and unanimously passed by all Trustees in attendance. Debbie N. moved to accept the Public Policy with the new changes made to it. The motion was seconded and unanimously passed by all Trustees in attendance. Internal Policy 1-3 will be reviewed in November.

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

Rob discussed the progress on the trails. We have contracted with Singer Services to limb up tree canopies, and to clear and mulch the trails. Rob discovered a buried septic spray head outside the fence area. The head needs to be moved. He found another head buried inside the spray area. They are installing black fencing around the electric signs for safety. Someone has cut the fence between Tractor Supply and RBFCU. Jim Purcell has brought three handcrafted benches, along with a table and chairs made from faux bois cement, donated in memory of his wife. Susan discussed how the attorneys have agreed on the contract for the expansion. We will be using a pre-construction consultant for pricing instead of contracting a CMAR. Debbie N. moved to place this document on hold until we are ready to address it. The motion was seconded and unanimously approved by all Trustees in attendance. In the future we will move to schematic design and design development for the pre-construction consultant to do the pricing.

12. Discussion on Planning Calendar review (Michele Graueholz)

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

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

The next Regular Monthly Meeting will be Thursday, November 20, 2025 at 9:30 a.m.

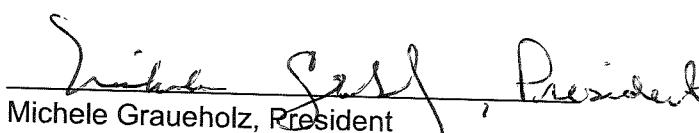
14. Adjourn

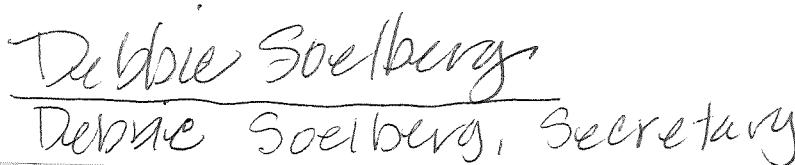
Michele moved to adjourn the Regular Monthly Meeting of the Board of Trustees at 4:06 p.m., October 23, 2025. The motion was seconded and unanimously approved by all Trustees in attendance.

Respectfully submitted,

Debbie Soelberg, Secretary

Approved:

  
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Michele Graueholz, President

  
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Debbie Soelberg, Secretary