

BULVERDE AREA RURAL LIBRARY DISTRICT

Regular Monthly Meeting July 24, 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. Flag salutes and a moment of silence 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 was Susan Herr, Library Director.

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

No one representing the FOL or the Foundation was present. Michele remarked that the details of the 25th anniversary gala are being finalized. Debbie N. remarked that she and Linda Quintero are working on the powerpoint slide show.

2. Discussion/Action Item on other meetings attended

The library staff meeting was held after this meeting. Susan attended the Law for Librarians Workshop, presented by TLA, in Abilene, TX. We will be discussing what she learned at a later meeting.

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

Lori moved to accept the minutes for the June 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)

Debbie Neubauer presented the following financial reports:

- BARLD June 2025 Balance and Interest Statement per Institution/Account, and monthly total sums, dated June 2025; prepared and signed by Debbie Neubauer.
- Profit and Loss with Visa dated June 2025, prepared and signed by Debbie Neubauer.
- Fourth Quarter Balance and Interest, prepared and signed by Debbie Neubauer. Signed by Michele and Debbie S. as well.
- 2024-2025 Beginning Balance and Ending Balance with Yearly Interest, prepared and signed by Debbie Neubauer. It will be signed by Michele and Debbie S. at a later date.
- 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 Neubauer moved to approve and pay the bill of \$12,789.46 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 Summer Reading Program; and how we are circulating more materials than this same time last year. We have about the same amount of people attending the programs. It concludes the first week in August. The reptile show was popular and the acrobats show was amazing. The finale will be the animal show. The flag is up on the wall behind the Veterans Memorial and Debbie N. will be getting a plaque approved and made for it from the FOL. Susan celebrated her 17th anniversary of working at the library. Susan mentioned the discussion at the Law for Librarians Workshop included some things that we need to clarify in our policies and will be taking a look at those shortly. We will be looking at liability coverage that names the Library Director responsible for collection procurement to see if it needs to be outlined better in our policies to protect against current trends with legal issues facing some libraries.
7. Discussion/Action Item on policy updates (Lori Mammen & Judith Fleming)
Financial Policy Review: Sections 8-16: Updates were made, but we needed to rework Section 10 - Purchasing Outside of Approved Budget, referring back to the law for clarification. Action: Read Section 10, with related attachments to be ready to review in August's meeting. Internal Policy will be reviewed in September.
8. Discussion/Action Item on approving BARLD election (Susan Herr)
Susan directed us to order an election in November. Lori moved to order an election in November 2025. The motion was seconded and unanimously approved by all Trustees in attendance. The order was signed by all BARLD Board of Trustees.
9. Discussion/Action Item on future facilities plans (Susan Herr)
We have received four bids by landscape contractors to revamp the new property off of the architect's design. Susan and Rob are studying these now and will suggest next steps, either trails only with a local contractor, or all the project with some modifications. These bids give us the opportunity to see how much each structure will cost and the impact on future construction. Marmon Mok just sent their contract the day before this meeting to Susan and she forwarded it on to the attorney to look at it.
10. Discussion on Planning Calendar review (Michele Graueholz)
The Trustees reviewed the 2025-2026 planning calendars (adding "Review wage scale" to May) and noted the tasks to be completed before the next meeting. Revise the August items to look at Section 10 of the financial policy, and move additional policy reviews down a month. Notification of the Economic Development Foundation meeting to the board didn't happen before the meeting. We have since been notified of it being on August 21st, at 3:00 p.m.

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

The next Regular Monthly Meeting will be Thursday, August 21, 2025 at 9:30 a.m.

12. Public Comments

There were no public comments.

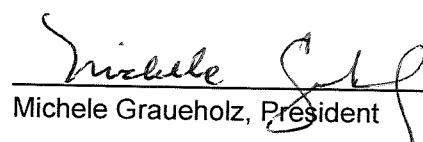
13. Adjourn

Lori moved to adjourn the Regular Monthly Meeting of the Board of Trustees at 11:27 a.m., July 24, 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