

BULVERDE AREA RURAL LIBRARY DISTRICT

Regular Monthly Meeting  
December 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 9:33 a.m., on December 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; Judith (Judy) Fleming, Trustee; were present and constituted a quorum. Also present were Susan Herr, Library Director; Montana Rindahl, Programming Manager; Joe DiPasquale, FOL Board Member, and Bev Lemes.

**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

- a. No canvas of election report was necessary as the candidates ran unopposed and the election had been canceled.
- b. Newly-elected officers, Michele Grauerholz and Deborah Neubauer took the Oath of Office administered by Debra Soelberg.
- c. Statements of Officer were signed by Michele Grauerholz and Deborah Neubauer and will be signed and filed in the library by Debra Soelberg.
- d. Certificates of Election will be distributed in January.

3. Item from the Friends & Foundation of BARLD

Joe DiPasquale, from the FOL Board, remarked that they are looking at membership structure in terms of dues or non-dues, and making it more of a structure around time commitment rather than giving money to an organization, with the goal of coming up with a better distribution of workload. Debbie N. said the Wreaths Across America sponsored 101 wreaths this year. Debbie, Don and Donna Harris went to place them at the Fallen Heroes and Veterans areas of Fort Sam Houston National Cemetery.

Nothing to report from the Foundation.

4. Discussion/Action Item on the annual BARLD audit

Gary West met us virtually to review the annual budget. Debbie S. moved to accept the financial report dated ending in June 30, 2025. The motion was seconded and unanimously passed by all Trustees in attendance.

5. Discussion/Action Item on other meetings attended

Michele attended the FOL Holiday Tea, along with several of us.

6. Reading and Approval of Minutes – November 20, 2025 Regular Meeting

Debbie N. moved to accept the November 20, 2025 Regular Meeting 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 November 2025 Balance and Interest Statement per Institution/Account, and monthly total sums, dated November 2025; prepared and signed by Debbie Neubauer.
- Profit and Loss with Visa dated November 2025, prepared and signed by Debbie Neubauer. Debbie will be working with Sophia to put together a monthly utilities report.
- A new payment schedule from Samco will be sent to us shortly on our debt.
- BARLD Sales Tax History was updated for 2025.
- Susan and Montana have been changing the names on the credit cards for Sam's and Chase Bank.
- Debbie N. moved to add Montana Rindahl to First United Bank accounts. The motion was seconded and unanimously passed by all Trustees in attendance. Debbie N. also moved to delete Susan Herr from the First United Bank accounts as of December 31, 2025. The motion was seconded and unanimously passed by all Trustees in attendance. A shortened minutes report was created to show these motions for bank authorization.

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 \$8,014.81 on the invoice. The motion was seconded and unanimously approved by all Trustees in attendance.

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

Susan reported we had a great month, circulation and visitors about the same as last year, about 10,000 users. They are fielding a lot of calls on the changes with library cards with zipcodes out of our library district, and a lot of calls about Boundless being eliminated by their parent company, so TSLAC is looking for another E-Read Texas platform for 2026. We had a great How-To Festival, Outreach and MakerSpace are doing wonderful as well.

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

Susan, Montana, and Rob met with Ross Corder, from Hill Country Civil, and are putting together a replat proposal based on the parking lot. We have a landscaper on board and are trying to get an electrician in order to make a presentation to the city of Bulverde to replat the two into one. This process will likely take six months. Once it is approved the work needs to start within a year of the replat being approved by the city of Bulverde.

11. Discussion on Planning Calendar review (Michele Graueholz)

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

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

The next Regular Monthly Meeting will be Thursday, January 22, 2025 at 9:30 a.m.

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

No Closed Session this month.

14. Adjourn

Michele moved to adjourn the Regular Monthly Meeting of the Board of Trustees at approximately 10:34 a.m., December 18, 2025. The motion was seconded and unanimously approved by all Trustees in attendance.

Respectfully submitted,

Debbie Soelberg, Secretary

Approved:

Michele Graueholz  
Michele Graueholz, President

Debbie Soelberg  
Debbie Soelberg, Secretary