

## BULVERDE AREA RURAL LIBRARY DISTRICT

Regular Monthly Meeting

January 22, 2026

### 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 January 22, 2026. Flag salutes and a moment of silence were 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 Montana Rindahl, Library Director; Suzanne Kratz, FOL President; and Susan Herr, BARLD Foundation 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

- a. Certificates of Election were signed by Debbie S. and distributed to Michele and Debbie N. Michele turned in her Open Meetings Act completion certificate to be filed.

3. Item from the Friends & Foundation of BARLD

Suzanne, FOL President, reported that due to inclement weather the Annual Meeting & Reception for Susan Herr was postponed from January 24, 2026, and rescheduled for Sunday, March 1, 2026, at 1:00 p.m. An email was sent out with the changed date. Janeth Mobley is a nominee to fill a position on the Board of Directors, her bio was sent out in a recent email. Dale is working on a grant for a new rolling cart for the Book Nook for their books. This grant is for auxiliary support for the library.

Susan, BARLD Foundation Treasurer reported that Rebecca Rindahl, was elected as Vice President, and Erin Wood as Marketing Director. Erin is working on a brochure for the library. They are still waiting to decide where the current balance of funds will be deposited.

4. Discussion/Action Item on other meetings attended

Michele attended the FOL January board meeting. Lots of ideas for the coming year—rolling carts and a possible smaller outreach vehicle. They purchased new tires for the Trekker. The BARLD board all attended December's staff meeting to hand out bonuses.

5. Reading and Approval of Minutes – December 18, 2025 Regular Meeting and Special Financial minutes

Debbie N. moved to accept the December 18, 2025 Regular Meeting and Special Financial minutes. The motion was seconded and unanimously passed by all Trustees in attendance.

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

The BARLD reviewed Debbie Neubauer's reports:

- BARLD December 2025 Balance and Interest Statement per Institution/Account, and monthly total sums, dated December 2025; prepared and signed by Debbie Neubauer.
- Profit and Loss Statement with Visa dated December 2025, prepared and signed by Debbie Neubauer.
- BARLD Sales Tax History was updated for 2025.
- A new statement Comal County Payment, Bills which Debbie will use to track utilities and our debt, including the Visa bill. These items are already budgeted, but gives the BARLD an overview to track our spending.
- The Second Quarter Balance Sheet was presented and Debbie N. moved to approve the Second Quarter Balance sheet. The motion was seconded and unanimously passed by all Trustees in attendance.

7. 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 \$3660.12 on the invoice. The motion was seconded and unanimously approved by all Trustees in attendance.

8. Discussion/Action Item on Policy Updates (Montana Rindahl)

a. Internal Policy Sections 1-3

i. Update Employee Handbook to align with Policies.

Montana suggested that the Internal Policies need to align with days closed. A discussion will continue next month concerning Sundays off for additional holidays that we are closed.

Another section that needs attention is section 56–Unpaid Leave of Absence. It needs to be close to FMLA but we can't work shorthanded for a long time. Montana's concern is that there be a policy for family leave of absence.

9. Discussion/Action Item on Library Director's Report (Montana Rindahl)

Montana shared that everything is going great. We had big programs with Polar Express (800 attended), and the New Year's Eve Party. Kansas is our new Children's Librarian. She posted the position for Adult Services. Beth is the Adult Programming Coordinator.

10. Discussion/Action Item on future facilities plans (Montana Rindahl)

Ross Corder, from Hill Country Civil, who is working on a replat proposal based on the parking lot, sent a preliminary topographical map of potential grading that would be done for the property. Montana met with the landscape architect and went over potential placement for different areas and trail maps. There still needs work to be done on clearing the trails, with the trailhead cut by an Eagle Scout project. A crosswalk will be painted on the parking lot.

11. Discussion on Planning Calendar review (Michele Graueholz)

The Trustees reviewed the 2026 planning calendar and made corrections. We will discuss Internal Policy 1-3 again in February. We will move the others down accordingly.

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

The next Regular Monthly Meeting will be Thursday, February 19th, at 9:30 a.m.

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

No Closed Session this month.

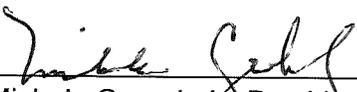
14. Adjourn

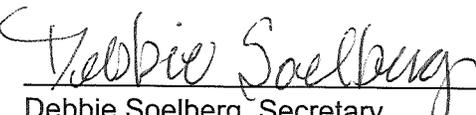
Michele moved to adjourn the Regular Monthly Meeting of the Board of Trustees at approximately 11:02 a.m., January 22, 2026. The motion was seconded and unanimously approved by all Trustees in attendance.

Respectfully submitted,

Debbie Soelberg, Secretary

Approved:

  
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Michele Graueholz, President

  
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Debbie Soelberg, Secretary

