

## BULVERDE AREA RURAL LIBRARY DISTRICT

### Regular Monthly Meeting

March 19, 2026

#### CALL TO ORDER

The Regular Monthly Meeting of the Bulverde Area Rural Library District (BARLD) was called to order by Michele Grauerholz, President, on March 19, 2026 at 9:30 a.m., at the Mammen Family Public Library, 131 Bulverde Crossing, Bulverde, TX 78163. Flag salutes and a moment of silence taken.

#### QUORUM

Board Trustees Michele Grauerholz, President; Debra (Debbie) Soelberg, Vice President; Susan Herr, Secretary; Judith (Judy) Fleming were present and constituted a quorum. Deborah (Debbie) Neubauer, Treasurer was absent. Also present were Montana Rindahl, Library Director; Dale Pillow, Friends of the BARLD Treasurer; and Tonya Jacobs, Friends of the BARLD President.

#### **The following subjects were discussed, approved/disapproved or adopted:**

1. Public Comments (must refer to agenda items)

No members of the public addressed the Board.

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

Dale Pillow discussed the Annual Meeting of the FOL & Reception for Susan Herr, which was a very well attended event, held on March 1, 2026 at 1:00 pm at the library.

The new Friends board member and officers are:

- Tonya Jacobs - President
- Joe DiPasquale - Vice President
- Cat Reid - Secretary
- Dale Pillow - Treasurer
- Beth Jones & Janeth Mobley - At Large working with committees

Dale discussed how well the Friends are doing with Zeffy, a payment processing app for nonprofits, which will be used to collect for purchases of the Hill Country Literary Festival merchandise March 21, 2026.

Susan Herr, in her Foundation Treasurer role, discussed that the Foundation board has not moved the funds into a new money market account yet. Susan will be working on the tax return.

3. Discussion/Action Item on other meetings attended

Michele attended the staff festival training and was impressed with Ben's organization of volunteers.

Montana attended the EDF meeting which was held at the library. She is going to ensure that the [barldpresident@mfplibrary.org](mailto:barldpresident@mfplibrary.org) email is included on the EDF notices and will share any EDF emails she receives with the BARLD board to ensure they are kept up to date. She also attended the Coffee with the Chamber held at the library in March.

4. Approval of Minutes – February 19, 2026 Regular Meeting

A motion was made and seconded to approve the February 19, 2026 Regular Meeting minutes with the following amendments:

- Item #6 - Change the name Piper Foundation to Minnie Stevens Piper Foundation
- Item #12 - Add Maizie's last name, Valdez

The motion was passed by the Trustees in attendance..

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

Debbie Neubauer was absent but had completed the following financial reports, which the board reviewed:

- BARLD February 2026 Balance and Interest Statement per Institution/Account, and monthly total sums, dated February 2026; prepared and signed by Debbie Neubauer.
- BARLD February 2026 Profit and Loss Statement with Bills, Budget Performance 2024-2025, with Year-to-Date and Monthly overviews, dated February 2026; prepared and signed by Debbie Neubauer. Susan questioned the amount of contracted services which is showing over budget and Montana agreed to have Sophia run a report to see why. If the difference is the attorney fees for the architectural contract, those charges should be moved to the construction budget instead of the operating budget.
- The revamped Comal County Payment and Bills report now shows in color the different categories, including PEC, Water, and Visa all on one spreadsheet. It was noted that the document should be showing the prior year's monthly charges at the bottom but appears to be showing the current year there as well.

6. Discussion/Action Item on credit card bill for library (Debbie Neubauer)

After discussion, a motion was made, seconded and unanimously approved by all Trustees in attendance to pay the Visa bill in the amount of \$5,876.90.

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

Discussion took place on the Internal policy proposals brought to the board by Montana at the last meeting. A motion was made and seconded to update the current policy to include the following:

- Holidays - Add Easter Sunday as a paid holiday; remove Memorial Day and Labor Day Sundays as closed days from the public policy Attachment. Update the wording on who was paid for holidays.
- Emergency closures -

*Section 2.8: Emergency Closures*

"The Library may close due to severe weather conditions, or other emergency or unusual circumstances. If the water and/or electricity is out for more than 15 minutes, the Library will close for safety reasons. Staff will be required to stay until dismissed by the Director. Emergency closures will be determined by the Library Director, or, in the absence of the Director, by a Supervisor, in consultation with the Board of Trustees. Decisions about extended emergency closures will be made by the Library Director in conjunction with the Board of Trustees.

If the Library has to close during the day, the staff working that day will be paid for the remainder of their normal working hours. For a full-day closure, staff originally scheduled to work will be paid for their scheduled working hours.

The Library will reopen as soon as possible with a skeleton crew (Four staff members, at least one of which is a Supervisor). If the Library is able to reopen for limited hours, staff who do not report to work may take PTO, unpaid leave, or arrange to make up their hours (with permission of the Director)."

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

Montana presented her report and answered questions from board members. She discussed the upcoming Hill Country Literary Festival and noted that the TSLAC annual report would be completed by the March 31st deadline. The submission copy will be saved in the BARLD shared documents.

Susan demonstrated that although the report mentioned the phone system had been upgraded, the library phones are still going to voicemail music after one ring and this needs to be addressed.

It was also noted that circulation numbers appear to be declining and may be due to the card holder zip code changes.

Montana shared Martina's document on the cost of digital services and it was recommended to include that document in the budget packet.

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

Montana shared with the board the civil engineer's plan and noted that we have submitted the replatting documents and civil plans with the City of Bulverde. It had been recommended that we contract with an arborist to document trees for the submittal and this was completed. Montana also questioned how they might write checks for the parking lot expenses and it was agreed that they should let Debbie Neubauer know the total amount that was agreed on to spend on that project so the funds could be transferred from the Texas Class account to the library's First United checking account so that they could write the checks from there.

10. Discussion/Action Item on upcoming Planning Calendar (Michele Graueholz)

The Trustees reviewed the 2026 planning calendar and noted the tasks to be completed in April 2026. The Internal Policy will continue to be reviewed at the next meeting. Susan will work with

Montana on the upcoming election documents and dates. We will review the preliminary budget at the next meeting as well as Strategic Planning goals.

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

The next Regular Monthly Meeting will be on April 16, 2026 at 9:30 a.m.

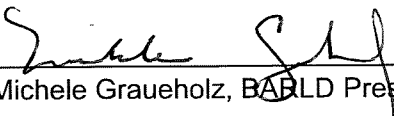
12. Adjourn

Judith Fleming departed the meeting at 11:45am. A motion was made to adjourn the Regular Monthly Meeting of the Board of Trustees at 12:20 p.m. The motion was seconded and unanimously approved by all Trustees in attendance.

Respectfully submitted,

Susan Herr, BARLD Secretary

Approved:

  
\_\_\_\_\_  
Michele Graueholz, BARLD President

  
\_\_\_\_\_  
Susan Herr, BARLD Secretary