

BULVERDE AREA RURAL LIBRARY DISTRICT

Regular Monthly Meeting
April 16, 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; Deborah (Debbie) Neubauer, Treasurer; Susan Herr, Secretary; Judith (Judy) Fleming were present and constituted a quorum. 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. Montana introduced staff member Maizie Valdez.

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

Dale Pillow, FOL Treasurer, discussed how well the Friends are doing with Zeffy, which is now being used by QR code at the Book Nook sales area.

The FOL have created a membership task force which Michele Grauerholz will be part of. Some ideas include possible quarterly volunteer days for members to meet & greet. The first task force meeting will be April 24, 2026 at 10:30am.

The FOL regular meeting will be Monday, April 20, 2026 at 1:00pm. The FOL has worked on a new mission/vision statement and some recommendations were made from the BARLD Trustees regarding the wording.

Susan Herr, in her Foundation Treasurer role, discussed the Foundation meeting which took place on April 8, 2026 at 4:00pm virtually. The board has not moved the funds into a new money market account yet. Susan will be working on the tax return. The Foundation currently has approximately \$180,000 in funds and are working on a marketing brochure.

3. Discussion/Action Item on other meetings attended

Michele attended the Foundation online meeting on April 8th. Debbie Soelberg attended the staff meeting in March. Montana attended the Coffee with the Chamber. Susan presented at the UT School of Information (ISchool) on library districts.

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

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

- Include the wording for the 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)."

Debbie Neubauer abstained from voting due to her absence at the meeting. The motion passed with approval of the remaining Trustees.

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

Debbie Neubauer reviewed:

- BARLD March 2026 Balance and Interest Statement per Institution/Account, and monthly total sums, dated March 2026; prepared and signed by Debbie Neubauer.
- BARLD March 2026 Profit and Loss Statement with Bills, Budget Performance 2024-2025, with Year-to-Date and Monthly overviews, dated March 2026; prepared and signed by Debbie Neubauer.
- The board requested Debbie N. change the bottom part of the Comal County Payment, Bills statement to reflect the 2024-2025 bills for comparison with the current year at the top of the statement.
- BARLD March 2026 Third Quarter Investment report. A motion was made, seconded and passed unanimously to approve the Quarterly Investment report for the Third quarter.

The board discussed funds transfers for construction and Montana will let Debbie N. know when funds are needed in the checking account. All bills will be paid from the checking account.

The board requested a stamp for initials be placed on the visa bill.

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 \$10,530.41.

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

Discussion took place on Section 3: Employee Benefits Internal policy proposals brought to the board by Montana. Suggestions included the following wording:

A Paid Leave section will be added and include the motions below for adjusting the PTO total accrual and Bereavement leave. This will be a separate section from the Unpaid Leave section which will remain the same. .

The Bulverde Area Rural Library District (BARLD) provides paid Leave to full-time employees who have experienced a qualifying event and have been employed by the District for at least twelve (12) months prior to the start of leave.

To be eligible, employees must submit a completed form (similar to the Certification of Health Care Provider for Employee's Serious Health Condition form from the U.S. Department of Labor Wage and Hour Division Form WH-380-E) as applicable.

Paid leave is limited to a maximum of six (6) weeks within a rolling twelve (12)-month period. Leave may be supplemented with accrued Paid Time Off (PTO) and/or an unpaid Leave of Absence, at the discretion of the Library Director and based on the operational needs of the Library.

Full-time employees residing in the same household may not take more than two (2) weeks of leave concurrently without prior approval from the Library Director.

Qualifying events include:

- *The birth of a child and care for the child within the first twelve (12) months following birth*
- *Adoption or foster care placement of a child within the first twelve (12) months following placement*
- *The employee's own serious health condition*
- *A serious health condition of a close relative **under the employee's care**, including a parent, child, sibling, spouse, or an individual acting in loco parentis*

Employees are limited to a total of six (6) weeks of paid leave per rolling twelve (12)-month period. Multiple qualifying events, including the birth or placement of multiple children, do not increase the total amount of leave available.

During approved leave, employees will continue to receive insurance coverage but will not accrue PTO. Upon return, employees will be reinstated to their original position or to an equivalent position with equivalent pay, benefits, and other terms and conditions of employment.

Leave does not need to be taken consecutively; however, it must be scheduled in advance with the Library Director whenever possible and used within the applicable rolling twelve (12)-month period. Any unused leave at the end of this period will be forfeited.

- A motion was made, seconded and passed unanimously to update the current PTO schedule notes to state: **Employees may accrue a maximum of 240 hours (30 days) of PTO. Employees with accrued PTO balances exceeding 240 hours as of April 16, 2026 will retain their existing balance but will not accrue additional PTO until their balance falls below 240 hours.**
- A motion was made, seconded and passed unanimously to approve **adding 24 hours (3 days) paid time off for Bereavement Leave.**

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

Montana presented her report and answered questions from board members.

Over 550 people attended the LitFest. Discussion regarding Cloudlibrary and meeting room usage ensued.

Montana shared that the staff are planning a volunteer appreciation potluck come and go from the staff kitchen on Wednesday, April 22, 2026.

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

Montana shared the update on the submittal to the City of Bulverde. There are still questions from the City which are being answered by the library consultants.

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 May 28, 2026 at 9:30 a.m. due to Montana not being available May 21. Montana agreed to have the board packets ready by Monday, May 18th so board members can review if they are not able to attend May 28, 2026. Susan Herr will not

be able to attend May 28 but will send any notes to share to Michele Grauerholz prior to the meeting.

12. Adjourn

A motion was made to adjourn the Regular Monthly Meeting of the Board of Trustees at 12:12 p.m. The motion was seconded and passed unanimously.

Respectfully submitted,

Susan Herr, BARLD Secretary

Approved:


Michele Graueholz, BARLD President


Susan Herr, BARLD Secretary