

**SAN ANTONIO PUBLIC LIBRARY
MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
May 23, 2018**

The San Antonio Public Library Board of Trustees met in regular session on Wednesday, May 23, 2018 at 4:30 p.m. at the Igo Branch Library, 13330 Kyle Seale Parkway, San Antonio, TX 78249. The meeting was called to order at 4:39 p.m. by Paul Stahl, Chair.

TRUSTEES PRESENT

Jean Brady, Judy Cruz, Margarita DeLeon, Lora Devlon Eckler, Marcie Ince, Juspreet Kaur, Linda Nairn, Lupe Ochoa, Paul Stahl

TRUSTEES ABSENT

Gloria Malone (excused), Andrea Sanchez (excused)

EX OFFICIO LIAISONS PRESENT

Nancy Gandara, Friends of the San Antonio Public Library

Silent Meditation

Chair Paul Stahl asked the Trustees to observe a few moments of silence to bring their attention to the work before them this evening.

CITIZENS TO BE HEARD

None

ANNOUNCEMENTS

Library Director Ramiro Salazar announced the following Library events:

Thanks to the Friends of Igo Branch Library for helping with refreshments for this meeting.

Summer Reading Program Kickoff – Thursday, May 24, 2018, 10 a.m. Central Library

Exceptional Library Leaders and Advocates – June 8, 2018, 6 – 8 p.m. Central Library

Library System closed Monday, May 28, 2018 for Memorial Day

APPROVAL OF MINUTES

Chair Paul Stahl brought forth the meeting minutes for April 25, 2018 for consideration. Trustee Jean Brady moved to approve the minutes. Trustee Lora Devlon Eckler seconded the motion. None opposed the motion. The motion passed.

CHAIR'S REPORT

Chair Paul Stahl thanked Vice Chair Linda Nairn for presiding over the April 25, 2018 Library Board Meeting.

Mr. Stahl met with Lori Houston and Library Staff on May 17, 2018 to review budget presentation. He found the presentation very informative, thoughtful and professional. He complimented Library staff on all of their hard work on the presentation.

At this same meeting, Mr. Stahl also reviewed IT Roadmap information with Library Staff that was presented during the April 2018 Library Board Meeting.

TRUSTEES REPORT

Trustee Lora Devlon Eckler reported attending two community meetings. At one meeting, District 6 Councilman Brockhouse asked attendees for input to the FY2019 budget. Mr. Brockhouse mentioned to Trustee Eckler that he receives comments from citizens about supporting the library when he is exercising at the YMCA at Potranco. Trustee Eckler also attended, and very much enjoyed, the Young Pegasus Awards.

Trustee Jean Brady expressed that the Young Pegasus Awards is her favorite event! She also attended the Great American Read Kick-off on May 19, 2019.

Trustee Judy Cruz complimented the Library staff who marched in the Fiesta parades. She thought their enthusiasm was great and the "Show Me Your Library Card" idea was clever and engaged parade-goers; she saw several people pull out their library cards. She also attended the Great American Read Kick-off on May 19th and was happy to see all the various organizations represented and sharing their resources with a common goal: literacy in San Antonio.

Trustee Margarita DeLeon also attended Battle of the Flowers and the Great American Read Kick-off.

Trustee Juspreet Kaur attended the May 20th Friends meeting at Cody, which focused on mobilizing resources. She appreciates the cooperation between the Friends and the SAPL marketing team in getting the banners made. They have a clean design

Trustee Marcie Ince reported attending a breakfast event with Councilman Courage for District 9 Board appointees. She attended the Parman Branch Library film festival and also attended the a session on how to use OverDrive on her iPad. Trustee Ince also attended the Young Pegasus poetry competition.

Trustee Linda Nairn complemented Library Staff about the STEM Butterfly activity held at Library locations. She also reported meeting with District 10 Councilman Perry as well as attending the San Antonio Public Library Foundation Board Builder Luncheon.

REPORT OF THE LIBRARY DIRECTOR

Library Director Ramiro Salazar reported on the Fiscal Year 2019 Budget Development process and the upcoming City Council Goal Setting work session scheduled for May 30, 2018. Mr. Salazar provided an update on the Library's mobile app and the Library will continue to work with the current vendor. He also reported Executive Secretary, Nena Thomas, will depart the City of San Antonio at the end of May 2018 and thanked her for her service to the Library Department.

BUDGET REPORT

Assistant Director Kathy Donellan reported the Library is on track with spending for the fiscal year. The fiscal year is sixty percent elapsed with sixty percent of the general funds expended. Ms. Donellan responded to questions from Library Trustees.

COMMITTEE REPORTS

Executive Committee

Board Chair Paul Stahl, reported that the Executive Committee met on May 15, 2018 to set the agenda for today's Board Meeting.

Budget Committee

The Budget Committee did not meet this reporting period.

Facilities Committee

The Facilities Committee met on May 9, 2018. The project update report was presented by Design and Development Assistant Mark Loiselle and included updates on the Forest Hills Branch Library, the Cody Branch Library, the Pan American Branch Library, the Thousand Oaks Branch Library as well as Central Library entrance and exit doors and signage at the Semmes Branch Library. He responded to questions from Trustees.

Naming Committee

The Naming Committee did not meet this reporting period; however, Committee Chair Linda Nairn reported the dedication plaque at the Mission Branch Library meeting room has been erected for Mr. Roberto Anguiano.

Public Relations Committee

Caitlin Cowart delivered the report on behalf of the Public Relations Committee and responded to questions from Library Trustees.

SPECIAL REPORTS

San Antonio Public Library Foundation

Foundation President, Tracey Bennett, was not present at the meeting therefore no report was given.

Friends of the San Antonio Public Library

Nancy Gandara, President of the Friends of the San Antonio Public Library, reported on

the Arts and Letter Award Committee's progress in planning the 2018 awards. She reported the Friends of the Library held three workshops for their membership with an attendance of forty one. Ms. Gandara also reported on the Friends of the Library May 2018 Board Meeting.

Report on the Igo Branch Library

Public Services Administrator Elma Nieto-Rodriguez introduced Jef Martin, Interim Branch Manager of the Igo Branch Library. Mr. Martin delivered a presentation regarding the activities and services offered at the Igo Branch Library. Igo Branch Library Branch Manager, Timothy Johnson, who is currently serving as Interim Public Service Administrator offered closing remarks. Trustee Juspreet Kaur commented on her observations of the Igo Branch Library being a vibrant community.

Mid-year Report on the Library's Performance Metrics and Customer Service Strategies

Data and Performance Manager David Cooksey delivered an update on the Library's mid-year performance metrics. He referenced the reports in the Library Director's Report as part of his presentation. Mr. Cooksey responded to questions from Library Trustees.

An Update on the San Antonio STEM Ecosystem Initiative and Partnership with the San Antonio Public Library

Coordinator of Teen Services Jennifer Velasquez provided an update on the San Antonio Public Library's role in the San Antonio Science, Technology, Engineering and Math (STEM) Ecosystem initiative. Ms. Velasquez shared information about the Library's STEM pilot initiative at the Bazan Branch Library, Pan American Branch Library and Memorial Branch Library.

NEW BUSINESS

Consider enhancements to Potranco Branch Library

Assistant Director Kathy Donellan introduced project architect Kevin McClellan, Marmon Mok Architecture, who elaborated on the enhancements to the Potranco Branch Library Courtyard. Ms. Donellan responded to questions from Library Trustees. Trustee Jean Brady made a motion to approve the Potranco Branch Library improvements package as presented. Trustee Lora Devlon Eckler seconded the motion. No one opposed the motion. The motion passed.

Consider revisions to the Memorandum of Understanding with the Friends of the San Antonio Public Library pertaining to support in the area of public relations

Trustee Lora Devlon Eckler made a motion to approve the revisions to the Memorandum of Agreement as presented. Trustee Juspreet Kaur seconded the motion. No one opposed the motion. The motion passed.

OLD BUSINESS

None

EXECUTIVE SESSION

The regular meeting of the San Antonio Public Library Board of Trustees was suspended and the Trustees entered into Executive Session at 7:16 p.m. to address:

Review of a contract pursuant to Texas Government Code Section 551.0714 (consultation with attorney).

No action was taken.

The San Antonio Public Library Board of Trustees completed its Executive Session at 8:44 p.m.

Adjournment

Trustee Brady moved to adjourn the meeting. Trustee Margartia DeLeon seconded the motion. None opposed. The motion passed. Meeting adjourned at 8:44 p.m.



Margarita DeLeon
Secretary