

**SAN ANTONIO PUBLIC LIBRARY  
MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES  
June 24, 2015**

The San Antonio Public Library Board of Trustees met in regular session on Wednesday, June 24, 2015 at 4:30 p.m. in the meeting room of the Central Library, San Antonio, Texas; Jean Brady, Chair, presiding. The meeting was called to order at 4:41 p.m.

**TRUSTEES PRESENT**

Jean Brady, Judy Cruz, Lora Devlon Eckler, Linda Nairn, John Nicholas, Lupe G. Ochoa, Grace Marengo Sanchez, and Paul Stahl.

**TRUSTEES ABSENT**

Loyce Ince, Excused; Gloria Malone; Andrea Sanchez, Excused

**EX OFFICIO LIAISONS PRESENT**

Tracey Bennett, San Antonio Public Library Foundation; Karen Matson, Friends of the San Antonio Public Library

**CITIZENS TO BE HEARD**

No citizens signed up to speak.

**PUBLIC COMMENT REGARDING THE NAMING OF THE DISTRICT 6 BRANCH LIBRARY**

None signed up to speak.

**ANNOUNCEMENTS**

Assistant Library Director Kathy Donellan reminded Trustees of the upcoming Schaefer Branch Library Ground Breaking Ceremony on July 2, 2015 at 10:00 a.m. at 6322 US Highway 87 East.

**APPROVAL OF MINUTES**

Board Chair Jean Brady brought forth for consideration the minutes of the meeting on May 27, 2015. Lora Devlon Eckler moved to approve the minutes for the meeting on May 27, 2015 as presented. Paul Stahl seconded the motion. None opposed the motion and the motion passed.

**CHAIR'S REPORT**

Board Chair Jean Brady reported attending the Mayor's Summer Reading Club Kick-Off on May 29, 2015 at the Central Library. She also attended two of the Community Meetings for the FY2016 Budget Development. She acknowledged the Library's participating in the City of San Antonio social media campaign (Speak Up) as part of the FY2016 Budget Development process.

## **Trustees' Report**

Trustees Lora Devlon Eckler, Linda Nairn and Judy Cruz reported attending Community Meetings for FY2016 Budget Development. Judy Cruz also attended the Happy Trails event at the Bazan Branch Library on June 16, 2015.

## **REPORT OF THE LIBRARY DIRECTOR**

Assistant Library Director Kathy Donellan referenced the written report included in the meeting packet. Ms. Donellan announced that Teen Services Coordinator Jennifer Velasquez has written a new book, "Real-World Teen Services," published by the American Library Association. She asked Ms. Velasquez to say a few words about her book and Ms. Velasquez thanked the group for their support of the Teen Library. She said her book came about because of that experience and her practice of asking not "how," but "why," and that she hopes her book will be helpful to others.

Ms. Donellan stated the Library just received copies of a document from the Monte Vista Historical Association and copies have been included in Trustees' meeting packet. She also referenced the Director's Report section regarding the agreement with the Monte Vista Historical Association and Library Staff will review the document.

Ms. Donellan introduced Xavier Urrutia, Acting Assistant City Manager, who has been appointed to oversee the Library, Parks and Recreation, Animal Care Services and Human Services Departments in the City Manager's Office.

## **BUDGET REPORT**

Department Fiscal Administrator Leo Luna referenced the written report included in the meeting packet. He reported that \$22.8 million (66%) of the General Fund budget for FY2015 has been spent. Expenditures are on track for this time period and Mr. Luna is projecting the Library will be on budget at the end of the fiscal year.

## **BOARD COMMITTEE REPORTS**

### **Executive Committee**

Board Chair Jean Brady reported the Executive Committee met on June 16, 2015 to set the agenda for the June 24, 2015 Board of Trustees meeting and that she recused herself on discussions regarding the Monte Vista Historical Association.

### **Budget Committee**

Budget Committee Chair Grace Marengo Sanchez reported that the Budget Committee met on June 8, 15, and 22, 2015. Ms. Sanchez stated that the Committee reviewed the new approach to the Community Budget Input Meetings. Ms. Sanchez reported that the Committee sent an email to Library advocates regarding information on the Budget Input Community meetings.

Board Chair Jean Brady reminded the Trustees to contact their respective council representatives

regarding Library's request of \$1 million in technology.

### **Facilities Committee**

Project Control Manager Rich Walker stated that the Facilities Committee met on June 10, 2015. He referenced the written report included in the meeting packet and delivered a project update on the following:

Central Library Bond Projects, Schaefer Branch Library, Collins Garden Branch Library Extreme Makeover also Great Northwest Branch Library roof and weatherization . Regarding the Collins Library Capital Project, there was discussion regarding temporary service during the branch closure.

### **Naming Committee**

Naming Committee Chair Linda Nairn reported the Naming Committee did not meet this reporting period; however, she stated the public input portion of naming process for the District 6 Branch Library in underway. Ms. Nairn said the committee will meet at the Guerra Branch Library on Saturday July 11, 2015 at 10:30 a.m. for public input. Ms. Nairn stated that the Committee is scheduled to make a recommendation to the Board during the August 2015 Board Meeting.

### **Public Relations Committee**

Judy Cruz, committee Member , reported that the Public Relations Committee did not meet this month.

## **SPECIAL REPORTS**

### **San Antonio Public Library Foundation**

San Antonio Public Library Foundation (SAPLF) President Tracey Bennett reported that she and SAPLF member Lacey Fisher had met with Library Administration and set up a new schedule for regular meetings.

Ms. Bennett also provided an update on fundraising and donations received and reported a \$100,000 gift from Valero Foundation for the Schaefer Branch Library. Ms. Bennett said she met with Sam and Jane Schaefer, who have committed to host a reception in the fall, regarding fundraising for the Schaefer Branch Library. Ms. Bennett stated she is meeting with contractors who might bid for the Latino Resource Center construction contract. Also, Ms. Bennett reported the SAPLF received \$25,000 from the Brown Foundation for the Latino Collection and reported The Greehey Foundation underwrote the Early Literacy Stations replacement. Ms. Bennett reported the Literacy Caravan was funded again through the United Way at \$52,000.

### **Friends of the San Antonio Public Library**

President of the Friends of the San Antonio Public Library (SAPL) Karen Matson reported attending two budget community meetings . Ms. Matson announced the Friends of the SAPL are hiring a manager for their BookCellar Used Book Store. Ms. Matson reported that Councilman Rey Saldana, District 4, is hosting a Back to School Fair on August 14, 2015. The Friends will participate with a used book tent sale. Ms. Matson reported the next meeting of the Friends of

the SAPL Board is scheduled for Sunday, July 19, 2015 at 2:00 PM at the Pan American Branch Library.

## **STAFF REPORTS**

### **Briefing on the future Low Vision Reading Room located at Central Library.**

Assistant Library Director Kathy Donellan introduced Ruth Chiego as the new Public Services Administrator. Ms. Chiego formerly served as the Manager of the Central Library Children's Department. Ms. Chiego provided a briefing on the future Low Vision Reading Room located at Central Library (3<sup>rd</sup> floor). She said that the initiative will start with Children's books and the space is intended as a starting point to expand low vision services and awareness of these services system-wide. The Low Vision Reading Room will feature braille titles for children, a Listening Center allowing for multiple listeners, magnifying devices, and to allow for browsing large format braille materials. Ms. Chiego reported that a grand opening will be announced soon. Ms. Chiego responded to questions from Library Trustees.

### **Briefing on new Print Management Solution for the Library**

Assistant Library Director Kathy Donellan briefed Trustees on the new Print Management Solution for the Library. Ms. Donellan explained the current contract is expiring and the new product has public service enhancements, is more seamless with the Library's system, will provide color printing and payment by credit card. Ms. Donellan reviewed the evaluation criteria used. She noted City Council approved the contract on June 18, 2015. Implementation of service to the branch libraries is expected to be completed by November 2015. Ms. Donellan acknowledged Ignacio Albarracin, Digital Services Coordinator, for his excellent work on this project.

## **NEW BUSINESS**

### **Consider and review approach of Final Design for the Latino Collection and Resource Center at Central Library and take appropriate action.**

Library Services Administrator Candelaria Mendoza presented the final design for the Latino Collection and Resource Center at the Central Library for consideration and action by the Trustees. Ms. Mendoza responded to questions from Library Trustees. Lupe Ochoa motioned to approve the design. John Nicholas seconded the motion. None opposed the motion and the motion passed.

## **OLD BUSINESS**

### **Receive staff report regarding FY2016 budget development process and take appropriate action**

Assistant Library Director Kathy Donellan reported the FY2016 budget development process was moving forward and provided a brief update. Ms. Donellan stated that the City Manager has scheduled meetings with the Departments—the Library's meeting is in early July, 2015. The City Manager is expected to present the proposed budget to the City Council on August 5, 2015 and

the FY2016 Budget is scheduled to be adopted in mid-September. Ms. Donellan stated that no action is proposed by the Budget Committee.

**Adjournment**

Board Chair Jean Brady announced Library Director Ramiro Salazar was attending the American Library Association meeting in San Francisco and accepting an American Institute of Architects/American Library Association Building Award for the Mission Branch Library. Ms. Brady commended Assistant Library Director Kathy Donellan for representing the Director during the meeting.

Paul Stahl moved to adjourn the meeting at 5:55 p.m. Lora Devlon Eckler seconded the motion. None opposed and the meeting was adjourned.

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Loyce Ince, Secretary

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The minutes of the meeting on June 24, 2015 were approved as presented on July 22, 2015.