

**SAN ANTONIO PUBLIC LIBRARY  
MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES  
September 26, 2018**

The San Antonio Public Library Board of Trustees met in regular session on Wednesday, September 26, 2018 at 4:30 p.m. at the Central Library, 600 Soledad, San Antonio, TX 78205. The meeting was called to order at 4:40 p.m. by Paul Stahl, Chair.

**TRUSTEES PRESENT**

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

**TRUSTEES ABSENT**

None

**EX OFFICIO LIAISONS PRESENT**

Nancy Gandara, Friends of the San Antonio Public Library

**Silent Meditation**

Board 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**

Gao Li spoke regarding energy conservation in Library locations.

**ANNOUNCEMENTS**

Assistant Library Director Dale McNeil announced the following Library event:

30th Anniversary of the Forest Hills Branch Library, October 13, 2018, 2p.m.

**APPROVAL OF MINUTES**

Board Chair Paul Stahl brought forth the meeting minutes for August 22, 2018 for consideration. Trustee Margarita DeLeon moved to approve the minutes. Trustee Linda Nairn seconded the motion. None opposed the motion. The motion passed.

**CHAIR'S REPORT**

Board Chair Paul Stahl reported attending the SASpeakUp event at Woodlawn Park on August 25, 2018. He spoke with Councilwoman Sandoval and Councilman

Brockhouse. He also attended the Mayor's Book Club: District 7 Edition at the Forest Hills Branch Library on September 13, 2018.

Mr. Stahl reminded the Library Board about the Library Director's annual performance evaluation during the October 2018 Board Meeting. At the end of the meeting, Trustees will receive a packet containing a copy of the Library Board's Bylaws and Library Director Ramiro Salazar's Performance Plan for Fiscal Year 2018.

## **TRUSTEES REPORT**

Trustee Lora Devlon Eckler expressed her thanks to staff regarding staff report on leaks at Library locations. She reported speaking with District 6 Councilman Brockhouse regarding the leak at the Maverick Branch Library. She reported attending the Mayor's Book Club: District 6 edition at the Potranco Branch Library. She also attended a Banned Books week event. She attended meeting with State Senator Jose Menendez and also attended meeting with Councilman Brockhouse. She reported about a planned meeting with State Representative Ina Minjarez.

Trustee Andrea Sanchez reported attending the Back to School kickoff at the Cortez Branch. She attended the Little Read Wagon event at Cortez Branch and stated it was a great program. She also attended a City Council District 4 fair and recognized the San Antonio Public Library was represented at the fair well. In addition, she attended National Night Out event at the Cortez Branch Library.

Trustee Judy Cruz reported attending the Mayor's Book Club: District 7 edition at Forest Hills Branch Library. She commended about the great activities at the event and reported the Mayor read two stories. She also reported attending Latino Collection and Resource Center's first year anniversary at the Central Library.

Trustee Gloria Malone reported she was out of town for this reporting period. At the end of July, she attended 2018 NAACP conference in San Antonio and noted a site visit as part of the conference to the Carver Branch.

Trustee Marcie Ince reported attending Latino Collection and Resource Center's first year anniversary. She also attended the Brook Hollow Friends of the San Antonio Public Library Book Sale, the Tricentennial Uniform 300 Opening reception, GetLit Mimi Swartz reading hosted by the San Antonio Book Festival and Texana White Glove event hosted by the San Antonio Public Library Foundation.

Trustee Jean Brady reported attending Mayor's Book Club: District 7 edition at Forest Hills, Latino Collection and Resource Center's first year anniversary, the Tricentennial Uniform 300 Opening Reception, GetLit Mimi Swartz reading hosted by the San Antonio Book Festival and Texana White Glove event hosted by San Antonio Public Library Foundation. She also attended the press conference for Voter Registration Day on September 25, 2018.

Trustee Linda Nairn reported attending STEAM Cooking program and Book Club at the Thousand Oaks Branch. She attended a Voices de la Luna event and a program 'Read to a Dog' at the Tobin Library at Oakwell. She plans to attend a yoga program at the Tobin Library at Oakwell in the future. She also reported attending a Book Club at the Semmes Branch Library and Texana White Glove event hosted by the San Antonio Public Library Foundation. She plans to attend a book sale at the Tobin Library at Oakwell.

Trustee Margarita DeLeon reported visiting Pan American Branch relative to the capital improvement closure as part of a meeting with District 3 Councilwoman Rebecca Viagran. She also attended Game Night for Grownups at Central Library, Latino Collection Resource Center's first year anniversary at Central Library, and Nuestra Gente: A Tribute to Hispanic Innovators and Dreamers at Mission Branch Library.

Trustee Juspreet Kaur reported attending The Mayor's Book Club: District 7 edition at Forest Hills Branch Library.

Trustee Lupe Ochoa reported attending a National Night Out event at Memorial Branch Library. She also attended a Friends of the San Antonio Public Library meeting at the Bazan Branch Library. She expressed her appreciation for the accessibility of the Library's public computers at a time when her personal laptop was not working.

## **REPORT OF THE LIBRARY DIRECTOR**

Assistant Library Director Dale McNeil referenced the written document in the packet and reported that Library Director Ramiro Salazar is not in attendance today because he traveled to France to represent the City of San Antonio and San Antonio Public Library during the closing reception for the *Winds and Words of War* poster exhibit. The San Antonio Public Library partnered with the San Antonio Public Library Foundation to prepare the exhibit. The posters are from the San Antonio Public Library's Texana Collection and over the past eighteen months have traveled across Germany, Belgium, the United Kingdom, and France as part of a traveling exhibit. The international exhibit was funded through a grant to the Library Foundation by Bexar County Commissioners Court and expenses related to travel to France are being paid by this grant. Board Chair Paul Stahl reported that he was impressed for *Winds and Words of War* exhibit and proud for San Antonio Public Library's participation.

Mr. McNeill provided a reminder to Trustees about the upcoming Catrina Ball and confirmed each Library Trustee has two tickets reserved for them. Trustees can coordinate with Jessica Zurita about their plans to attend the event on Saturday, October 27, 2018. Mr. McNeill introduced Shaun Thornhill, Executive Secretary for the Library Director. Shaun comes to San Antonio Public Library with a wealth of experience in administrative support. She is just finishing her first full week with the Library.

Jennifer Velasquez, Coordinator of Services to Teens, provided update about the Summer Reading Program and reported that 2018 was a success with 5% increase in participation. Library Staff are working on 2019 theme: Over the Moon.

## **BUDGET REPORT**

Assistant Library Director Kathy Donellan reported the Library's budget for August 2018. She stated the Library is on-track with spending for Fiscal Year 2018. She directed the attention to specific line items to provide more in-depth information. Ms. Donellan reported spending on the gift funds from the Friends of the San Antonio Public Library and the San Antonio Public Library Foundation is on target.

## **COMMITTEE REPORTS**

### **Executive Committee**

Board Chair Paul Stahl reported that the Executive Committee met on September 18, 2018 to set the agenda.

### **Budget Committee**

Budget Committee Chair Margarita DeLeon reported that the Budget Committee did not meet this reporting period.

### **Facilities Committee**

Facilities Committee Chair Andrea Sanchez reported the Facilities Committee met on September 12, 2018 and asked Project Control Manager Rich Walker to deliver project updates. Mr. Walker shared the following project updates:

- Potranco Branch Library Courtyard enhancements
- Central Library Doors Replacement
- Tobin Library at Oakwell Capital Improvement Project
- Semmes Branch Library Capital Improvement Project
- Landa Branch Library Heating, Ventilation and Air Conditioning project
- Update on 2017-2022 Bond Projects and plan to expedite the branch projects to be complete by 2020

Mr. Walker responded to questions from Library Trustees

### **Naming Committee**

Naming Committee Chair Linda Nairn reported the Naming Committee did not meet this reporting period.

### **Public Relations Committee**

Public Relations Committee Chair Jean Brady reported the Public Relations Committee did not meet this reporting period.

## **SPECIAL REPORTS**

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

Nancy Gandara, President of the Friends of the San Antonio Public Library, distributed handouts with information about upcoming events including: Arts and Letter Award and National Night Out participation. Ms. Gandara noted the Friends of the San Antonio Public Library Foundation will continue with recruitment and considering hosting a contest for new members.

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

Heidi Kluber, Assistant to the Library Director, delivered a report on behalf of the San Antonio Public Library Foundation. On behalf of the Library Foundation, Ms. Kluber expressed gratitude to Library Trustees Linda Nairn, Jean Brady, and Marcie Ince for attending the Texana White Glove event hosted by the San Antonio Public Library Foundation. She reminded Trustees to RSVP for Catrina Ball. Ms. Kluber reported the San Antonio Public Library Foundation attended an award ceremony by Valero Energy Corporation regarding a forthcoming gift. Finally, Ms. Kluber reported the San Antonio Public Library's Annual Report is forthcoming.

## **STAFF REPORT**

### **Report on the Library's STEAM (Science, Technology, Engineering, Art, Math) Adult Program Series)**

Haley Holmes, Ph.D., Coordinator of Services to Adults gave presentation and handouts regarding: Stem via USAA grant, equipment purchased, and events for adults.

## **NEW BUSINESS**

### **Review and consider approval of the San Antonio Public Library's holiday schedule for Fiscal Year 2019**

Heidi Kluber, Assistant to the Director, presented two proposals for the Fiscal Year 2019 Library holiday schedule (Option A and Option B). Ms. Kluber stated Library Administration recommended Option B. Proposed Library holiday schedule for Fiscal Year 2019 (Option B): closed on November 12, 2018; November 21, 2018 close at 6pm; November 22, 2018; November 23, 2018; December 24, 2018; December 25, 2018; December 26, 2018; December 30, 2018; December 31, 2018; January 1, 2019; January 21, 2019; April 21, 2019; April 26, 2019; May 27, 2019; July 4, 2019; and September 2, 2019

Trustee Marcie Ince made a motion to accept the Library holiday schedule Option B as proposed. Trustee Gloria Malone seconded the motion. None opposed the motion. The motion passed.

**Formation of an Ad Hoc Board Committee to advise the Library Board of Trustees on matters related to the Interlocal Agreement with Bexar County for Library Services**

Board Chair Paul Stahl proposed the creation of an Ad Hoc Interlocal Agreement Board Committee with the following members: Paul Stahl, Gloria Malone, Jean Brady, Linda Nairn and Juspreet Kaur.

He added that Library Staff, City Attorney's and other City Staff will be invited as needed.

Trustee Lupe Ochoa made a motion to accept the members of Ad Hoc Committee. Trustee Lora Devlon Eckler seconded the motion. None opposed the motion. The motion passed.

**Election of the San Antonio Public Library Board of Trustees Officers for Fiscal Year 2019 in accordance with the Library Board of Trustees By-laws**

Nominating Committee Chair Margarita DeLeon presented the slate of officers as recommendations by the Nominating Committee:

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Chair, Paul Stahl  
Vice Chair, Linda Nairn  
Secretary, Juspreet Kaur  
Treasurer, Judy Cruz

Board Chair, Paul Stahl asked if there were any nominations from the floor for each Officer position. There were none. Mr. Stahl called for a vote of the slate of Officers as presented. The Board voted unanimously to accept the slate of Officers as presented.

**OLD BUSINESS**

**Update regarding Fiscal Year 2019 Budget Development and associated contracts.**

Dale McNeill, Assistant Library Director presented brief FY2019 Budget Overview. He responded to questions from Library Trustees.

**Executive Session**

The San Antonio Public Library Board of Trustees entered into Executive Session pursuant to Government Code Section 551.071, Consultation with Attorney at 6:09 p.m:

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- Update regarding Interlocal Agreement with Bexar County for Library Services

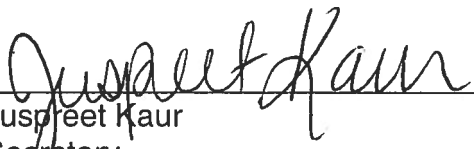
No action was taken.

The San Antonio Public Library Board of Trustees completed its Executive Session at 6:24p.m.

## **OLD BUSINESS**

### **Adjournment**

Trustee Margarita DeLeon moved to adjourn the meeting. Trustee Juspreet Kaur seconded the motion. None opposed. The motion passed. Meeting adjourned at 6:25p.m.

  
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Juspreet Kaur  
Secretary