

**SAN ANTONIO PUBLIC LIBRARY**  
**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES**  
**August 24, 2016**

The San Antonio Public Library Board of Trustees met in regular session on Wednesday, August 24, 2016 at 4:30 p.m. in the Cody Branch Library Meeting Room, Paul Stahl, Chair, presiding. The meeting was called to order at 4:42 p.m.

**TRUSTEES PRESENT**

Jean Brady, Judy Cruz, Margarita DeLeon, Lora Devlon Eckler, Loyce Ince, Juspreet Kaur, Gloria Malone, Linda Nairn, Andrea Sanchez, and Paul Stahl.

**TRUSTEES ABSENT**

Lupe Ochoa, excused.

**EX OFFICIO LIAISONS PRESENT**

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

**CITIZENS TO BE HEARD**

No citizens signed up to speak.

**ANNOUNCEMENTS**

Library Director Ramiro Salazar announced that the Library BookCellar will be celebrating its 25<sup>th</sup> Anniversary on September 10, 2016. A representative of the Cody Branch friends group also expressed their appreciation for branch staff and their commitment to the community.

**APPROVAL OF MINUTES**

Board Chair Paul Stahl brought forth for consideration the minutes of the meeting on July 27, 2016. Lora Devlon Eckler moved to approve the minutes for the meeting on July 27, 2016. Judy Cruz seconded the motion. None opposed the motion and the motion passed.

Board Chair Paul Stahl brought forth for consideration the minutes of the special work session on August 10, 2016. Juspreet Kaur moved to approve the minutes for the meeting on August 10, 2016. Lora Devlon Eckler seconded the motion. None opposed the motion and the motion passed.

**CHAIR'S REPORT**

Board Chair Paul Stahl reported he met with the Assistant City Manager, María

Villagomez, on August 16, 2016, to discuss the Library's FY 2017 Proposed Budget. On August 19, 2016, both he and Library Director Ramiro Salazar met with Assistant City Manager, María Villagomez and discussed the 2017 Bond Program.

## **TRUSTEES REPORT**

Loyce Ince reminded the Trustees that a 3 person nominating committee was appointed on July 27, 2016 and that if Trustees were interested in positions on the Board Executive Committee that they needed to contact the Nominating Committee – herself, Judy Cruz or Margarita DeLeon. The elections for Officers will take place at the September 28, 2016 Board Meeting.

Lora Devlon Eckler reported that she and Andrea Sanchez attended the Johnston Branch Library anniversary event on Saturday, August 20, 2016 and had enjoyed the activities.

Jean Brady said she attended the McCreless Branch Library anniversary celebration and hear Margarita DeLeon and Ramiro Salazar deliver remarks. She reported that those in attendance had expressed their excitement to her about the new District 2 Library Branch.

Margarita DeLeon also reported that she attended the McCreless celebration. Additionally, Ms. DeLeon reported that she had visited the Pan American Branch Library and noted that it was seeing a high number of people making use of their services over the summer break. Margarita noted also that the Go Green initiative at Central Library seemed to be a success.

Gloria Malone reported visiting local libraries while on vacation in Georgia and noted that she had encouraged her Councilman to remember the library in budget discussions.

Juspreet Kaur reported that the Southwest Art Institute had brought children on tours of the library branches for their career development days. Their visit included developmental exercises and a stop in the low-vision reading room.

Linda Nairn reported that she and Andrea Sanchez had attended the McCreless anniversary celebration and it was a success. She also reported meeting with her City Councilman before the local Budget Open House.

## **REPORT OF THE LIBRARY DIRECTOR**

Library Director Ramiro Salazar reported that he had recently attended the International Federation of Library Associations (IFLA) Annual Conference from August 14 – 16, 2016, in Columbus, Ohio. Mr. Salazar also reported attending and speaking at the McCreless 50<sup>th</sup> Anniversary Celebration. The event was a success and the feedback had been very positive.

Mr. Salazar expressed his condolences on the passing of John Igo, Igo Branch Library namesake, and reported that he had spoken at the memorial service held on August 17, 2016 at The Gardens at Old Town Helotes. Gloria Malone also expressed her condolences on behalf of the Library Board.

Mr. Salazar also notified the Trustees that Tom Livesay, Executive Director of the Briscoe Western Art Museum, will be retiring as of September 9, 2016, and Briscoe Chief Financial Officer Larry Fischer will assume the role in the interim.

## **BUDGET REPORT**

Library Fiscal Administrator Leo Luna referenced the Library's Monthly Operating Statement in the meeting packet showing budget activity through July 2016. Mr. Luna reported that \$30 million of the \$37 million budget has been spent thus far and spending is on track per the library's spending plan for the year. Mr. Luna answered questions from Trustees about the budget allocation.

## **COMMITTEE REPORTS**

### **Executive Committee**

Board Chair Paul Stahl reported that the Executive Committee met on August 16, 2016, to set the agenda.

### **Budget Committee**

In the absence of Committee Chair Lupe Ochoa, Paul Stahl reported that the Budget Committee did not meet this reporting period.

### **Facilities Committee**

Projects Control Manager Rich Walker delivered the project updates and committee report on behalf of Chairwoman Loyce Ince and stated that the Facilities Committee met on August 10, 2016. Mr. Walker provided an update on the Potranco Branch Library, and the Schaefer Branch Library capital projects.

### **Naming Committee**

Chairwoman Linda Nairn reported that the Naming Committee met on August 2, 2016, to discuss the current Procedural Directives for the Naming Committee. The Committee plans to meet again in roughly 1 week to discuss possible changes to that those Directives. Ms. Nairn requested that if Trustees have any changes they wish to be considered at that meeting that they be sent to her prior to the September meeting.

### **Public Relations Committee**

Community and Public Relations Manager Caitlin Cowart delivered the committee report on behalf of Jean Brady, Committee Chair. Committee met last on Wednesday, August 17 at Central Library. Ms. Cowart reported that Public Budget Open Houses were being held across the city in order to answer questions from the community. Committee also reported changing the format of their media reports in an attempt to streamline them and make them seem less cumbersome. Subject will be revisited next month to decide whether or

not to keep this new format or revert to an older format.

Ms. Cowart reported that the previous idea for the Voting Campaign had been updated to use the Statue of Liberty as a national icon which would be appealing for social media. This campaign is currently beginning to roll out.

Library Champion Awards were created back in the 1990's to recognize individuals or groups in the community who have consistently supported the Library and its partners. Marketing is planning a refresh of this award to modernize the system and renew interest. This will be revisited at next month's PR Committee meeting.

## **SPECIAL REPORTS**

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

San Antonio Public Library Foundation (SAPLF) President Tracey Bennett reported that they were planning to meeting with the City's Tricentennial Subcommittee on how the Library might be involved in some of their activities. Ms. Bennett also reported that they are still eligible for money from Santikos and she expects to know more by Friday. The Foundation also received \$20,000 from Valero to use toward Little Read Wagon and \$50,000 from Wells Fargo to use toward the Schaefer Branch Library and Programming. The Foundation is currently working with a designer to get a mock-up of the vision for the 6<sup>th</sup> Floor Texana area.

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

The President of the Friends of the San Antonio Public Library (FOSAPL) Karen Matson reported that their bimonthly "SAPLings Newsletter" had been completed and highlights the upcoming events with the Friends. This includes the BookCellar's 25th anniversary, an event called the SilverCellar Celebration, which is being planned for the patio of the basement level of the Central Library. The newsletter also included the results of the Arts & Letters Awards for outstanding artists, writers and musicians living in San Antonio. The celebration of the winners will take place in the Central Library Gallery on October 23.

President Matson also reported that she had attended the McCreless Anniversary celebration and praised the volunteers who gave their time to make the event a success.

The next FOSAPL Board Meeting will take place on Sunday, September 18<sup>th</sup> at 2:00 p.m. at the Igo Branch Library.

## **STAFF REPORTS**

### **Report on the Cody Branch Library**

Public Services Administrator Kate Gray introduced the Branch Manager for the Cody Branch Library, Hayley Latshaw. Hayley has been the manager at Cody since 2004 after beginning her career with the Library as a part time Librarian I. Ms. Latshaw gave a presentation and answered questions about the Cody Branch Library and its community.

## **NEW BUSINESS**

Executive Assistant Jessica Zurita delivered a presentation on the proposed Fiscal Year 2017 schedule of Library Board of Trustees meetings. Loyce Ince motioned to approve the recommended list of locations. Linda Nairn seconded the motion. None opposed the motion and the motion passed.

## **OLD BUSINESS**

Assistant Library Director Kathy Donellan presented a presentation regarding the City Manager's proposed budget for the 2017 Fiscal Year.

Assistant City Manager María Villagomez provided an overview of the Bond process and Library Director Ramiro Salazar delivered a presentation on the status of Library capital projects that will be submitted to the City for consideration as part of the 2017 Bond.

Linda Nairn moved that the Board Chair write a present a letter in support of the proposed 2017 City Budget. Andrea Sanchez seconded the motion. None opposed the motion and the motion passed.

A work session will be arranged in order to allow the Board to further discuss the prioritization of 2017 Bond Projects.

## **Adjournment**

Margarita DeLeon moved to adjourn the meeting. Linda Nairn seconded the motion. None opposed and the meeting was adjourned at 7:17 p.m.

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Loyce Ince, Secretary

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**The minutes of the meeting on August 24, 2016 were approved as presented on September 28, 2016.**