

**SAN ANTONIO PUBLIC LIBRARY  
MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES  
May 27, 2020**

The San Antonio Public Library Board of Trustees met in regular session on Wednesday, May 27, 2020 at 4:30 p.m. in a Videoconference, San Antonio, TX. The meeting was called to order at 4:40 p.m. by Paul Stahl, Chair.

**TRUSTEES PRESENT**

Jean Brady, Jo Ann Harris, Marcie Ince, Juspreet Kaur, Josie Uriegas Martinez, Linda Nairn, Lupe Ochoa, Judy Cruz, and Paul Stahl

**TRUSTEES ABSENT**

Lora Devlon Eckler and Andrea Sanchez (excused)

**EX OFFICIO LIAISONS PRESENT**

Beth Graham, President, Friends of the San Antonio Public Library  
Amy Hone, Executive Director, San Antonio Public Library Foundation

**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.

**PUBLIC COMMENT**

None

**APPROVAL OF MINUTES**

Board Chair Paul Stahl brought forth the meeting minutes for February 26, 2020 for consideration. Trustee Jean Brady moved to approve the minutes. Trustee Marcie Ince seconded the motion. None opposed the motion. The motion passed.

**CHAIR'S REPORT**

In interest of time, the Chair did not deliver a report.

**TRUSTEES REPORT**

In interest of time, Trustees did not deliver individual reports.

**REPORT OF THE LIBRARY DIRECTOR**

Library Director Ramiro S. Salazar reported for Library operations during the City of San Antonio Stay Home/Work Safe orders issued in response to the COVID-19 pandemic

He reported the Library is continuing to provide service through digital collection, online tutoring, virtual programming, telephone reference and Wi-Fi access in library parking lots.

Mr. Salazar also provided information on City of San Antonio's Return to Work planning

efforts. He reported working closely with City Management and the Library's Administrative Team on planning and preparing on the deployment of staff.

Mr. Salazar reported representing the Public Library Association and the San Antonio Public Library on national media outlet such as The Wall Street Journal, Washington Post, National Public Radio and PBS NewsHour. He has participated in over twenty interviews since March 2020.

Mr. Salazar reported participating in weekly conference calls with large Texas public libraries to include El Paso, Dallas, Austin, Fort Worth, Houston and Harris County regarding public library operations during COVID-19 environment.

Mr. Salazar reported he expects very challenging budget years ahead as City of San Antonio revenues have declined due to the COVID-19 pandemic. Additionally, he reported the Library, as other City Departments, has slowed spending and is operating under a hiring freeze. He acknowledged that approximately sixty percent of the Library's operating budget is allocated towards personnel.

Mr. Salazar presented the Library's phased reopening strategy. He reported appointing Haley Holmes, Public Service Administrator, to lead a working group of library employees to develop a phased approach to delivering services to the community. A four phase proposed plan was shared with the board.

Mr. Salazar reported on the appointment of Ron Suszek, Library Services Administrator, to lead a workgroup on the future of the library. This workgroup will provide insight on reimagining of what library services could look like in the future. He acknowledged the future is unclear.

Mr. Salazar concluded with completing the Library staff for commitment and passion to public service.

Mr. Salazar responded to questions from Library Trustees.

## **COMMITTEE REPORTS**

### **Executive Committee**

Board Chair Paul Stahl reported that the Executive Committee met on Tuesday, May 19, 2020 to set the agenda for the May 2020 Board Meeting.

### **Budget Committee**

Assistant Library Director Kathy Donellan reported that the Budget Committee met on May 12, 2020. During the meeting the budget calendar was discussed as well as the financial forecast and the City Council's mid-year review of the budget. She reported

San Antonio Public Library Board of Trustees Meeting Minutes

briefing on the budget process is expected on May 28, 2020 during the City Council Meeting.

Ms. Donellan presented key states for the development of the Fiscal Year 2021 budget. She noted the Proposed Budget is expected to be delivered on August 6, 2020 and Budget Adoption is expected to take place on September 17, 2020.

### **Facilities Committee**

Assistant Library Director Kathy Donellan reported that the Facilities Committee did not meet this period and noted a written report outlining updates on all the library construction projects is included in the Board packet. Ms. Donellan indicated that an action item will be presented later in the agenda regarding the schematic design for the Forest Hills Branch Library, a 2017 Bond Project.

Ms. Donellan responded to questions from Library Trustees.

### **Naming Committee**

Committee Chair Linda Nairn reported that the Naming Committee met on May 26, 2020 and an action item will be presented later in New Business regarding a fundraising naming opportunity for the proposed Forest Hills Branch Library conference room.

Additionally, Ms. Nairn reported the Committee was in receipt of a request to add the name of Andres Sarabia to the Las Palmas Branch Library. Ms. Nairn stated the next step is for a public input meeting regarding the request. She reported, per the Library Board's Facilities Naming Policy, the Committee waited a year after Mr. Sarabia's death to consider the request. She stated the Committee is taking into consideration the current COVID-19 environment as it relates to the public input meeting to take place at the Las Palmas Branch Library related to the naming request. She stressed the Committee's intent to hold the public meeting with capacity for at least fifty attendees as soon as safely possible, as outlined in the Library Board's Naming of Facility Policy, and no action has been taken regarding the request.

### **Public Relations Committee**

Public Relations Committee Chair Jean Brady reported that a written report was provided to the board.

## **SPECIAL REPORTS**

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

Library Director Salazar introduced Amy Hone, Executive Director for the San Antonio Public Library Foundation. Ms. Hone is graduate of University Dayton and a former Army officer and has been working with nonprofits for more than 20 years.

Ms. Hone expressed her appreciation and reported on the additions to the Library Foundation staff which includes a new Director of Development and a Director of Marketing and Communication, a newly created position.

Ms. Hone reported the Literary Luncheon was rescheduled to June 19, 2020 and will be

a virtual meeting. She also reported that \$15,000 from the San Antonio Area Foundation, from the COVID Response Grant, was received to support the library's digital collection. Ms. Hone reported underwriting two Express News ads to promote the Library's digital resources during the Stay Home / Work Safe orders. Ms. Hone reported the Foundation will transfer the old caravan to the San Antonio Public Library.

Board Chair Stahl expressed his appreciation to the Library Foundation.

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

Beth Graham, President of the Friends of the San Antonio Public Library, reported the March Board Meeting was canceled; however, the SAPLings newsletter is on schedule. She reported the May Board meeting was a success and thanked Library Trustees Juspreet Kaur, Marcie Ince; Library Foundation President Amy Hone and Assistant Library Director Kathy Donellan for participating. Ms. Graham reported the Arts and Letter Awards will proceed as planned for 2020. She reported membership is down from last year and an appeal to prior members is planned. Additionally, she reported on an upcoming meeting with Chief of Staff Jessica Zurita regarding the future re-opening of the BookCellar. Ms. Graham stated a webinar regarding how Friends can support Libraries during COVID-19 pandemic was informative and she is looking forward to a future webinar on how to sell books online. Lastly, Ms. Graham reported the Friends of the Library was featured on a charity guide website.

Board Chair Stahl thanked Beth Graham for the support of the Friends of the Library.

### **SAN ANTONIO BOOK FESTIVAL**

Executive Director Lilly Gonzalez reported the 2020 San Antonio Book Festival, scheduled for April 2020, was canceled due to the COVID-19 pandemic. She reported on virtual programming and the concern of audience fatigue with several other organizations and programs utilizing a virtual platform. The Get Lit Author Series, expected for October – December 2020, will be offered virtually. Ms. Gonzalez also reported taking part in ongoing conversations with event companies on hosting a safe festival and many different elements are being considered.

Board Chair Stahl acknowledged the value of the Book Festival.

### **STAFF REPORT**

#### **Report regarding plans for Summer Reading Programs 2020.**

Jennifer Velasquez, Coordinator of Teen Services, delivered a report regarding the Library's Summer Reading program for children, teens and adults.

Ms. Velasquez responded to comments and questions from Trustees.

### **NEW BUSINESS**

#### **Review and consider Schematic Design approval for the Forest Hills Branch Library, a 2017 City of San Antonio Bond Project.**

Kathy Donellan, Assistant Library Director introduced project architect Heath Wenrich from RVK Architects who delivered a presentation of the proposed schematic design for the Forest Hills Branch Library, a 2017 bond renovation project. Ms. Donellan responded to comments and questions from Trustees.

Trustee Juspreet Kaur made a motion to approve the Schematic Design for the Forest Hills Branch Library, a 2017 City of San Antonio Bond Project. Trustee Josie Uriegas Martinez seconded the motion. None opposed the motion. The motion passed.

**Consider amendment to the Library Board naming opportunities for the 2017 Bond Program to include Forest Hills Branch Library Conference Room.**

Dale McNeill, Assistant Library Director delivered presentation to amend Naming Opportunities for the 2017 Bond Program to include Forest Hills Branch Library Conference Room, in accordance with the San Antonio Public Library Facility Naming Policy. He responded to comments and questions from Trustees.

Trustee Jean Brady made a motion to amend the Fundraising Naming Opportunities to include for a naming opportunity for the small conference room in the amount of \$65,000 at the Forest Hills Branch Library, in accordance with the San Antonio Public Library Facility. Trustee Marcie Ince seconded the motion. None opposed the motion. The motion passed.

**OLD BUSINESS**

There was no old business brought before the Library Board of Trustees.

**Adjournment**

Trustee Marcie Ince announced District 9 City Councilman John Courage's interest in funding a playground at the Encino Branch Library. Trustee Jean Brady stated she was proud of the work of the San Antonio Public Library during the COVID-19 pandemic.

Trustee Marcie Ince moved to adjourn the meeting. Trustee Linda Nairn seconded the motion. None opposed. The motion passed. Meeting adjourned at 7:01 p.m.

  
\_\_\_\_\_  
Juspreet Kaur  
Secretary