

**SAN ANTONIO PUBLIC LIBRARY  
MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES  
March 25, 2015**

The San Antonio Public Library Board of Trustees met in regular session on Wednesday, March 25, 2015 at 4:30 p.m. in the Central Library Auditorium, San Antonio, Texas; Jean Brady, Chair, presiding. The meeting was called to order at 4:37 p.m.

**TRUSTEES PRESENT**

Jean Brady, Judy Cruz, Lora Devlon Eckler, Loyce Ince, Gloria Malone, Linda Nairn, Lupe G. Ochoa, Andrea Sanchez, Grace Marengo Sanchez, Paul Stahl.

**TRUSTEES ABSENT**

John Nicholas, Excused

**EX OFFICIO LIAISONS PRESENT**

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

**PUBLIC COMMENT REGARDING NAMING OF THE DISTRICT 2 BRANCH LIBRARY**

Carol Balliet spoke in support of naming the new District 2 Branch Library after Prudence Curry.

Nettie Hinton spoke in support of naming the new District 2 Branch Library after Prudence Curry and the land around the Library Schaefer Park

James McNamara spoke in support of naming the new District 2 Branch Library after Nancy and John Schaefer.

Jaime Castro spoke in support of naming the new District 2 Branch Library after the Schaefer family.

Elizabeth Elder spoke in support of naming the new District 2 Branch Library after Schaefer family or Nancy and John Schaefer.

Naeomi Brewer spoke in support of naming the new District 2 Branch Library after the Schaefer family.

Vic Driscoll spoke in support of naming the new District 2 Branch Library after the Schaefer family.

Catherine Landis spoke in support of naming the new District 2 Branch Library after Schaefer family.

James Carroll spoke in support of naming the new District 2 Branch Library after the Schaefer family.

Jane Schaefer spoke in support of naming the new District 2 Branch Library after the Schaefer family.

## **CITIZENS TO BE HEARD**

Wilburn Day spoke about the San Antonio Public Library, the growth of the City and how the Library compares nationally.

## **ANNOUNCEMENTS**

Library Director Ramiro Salazar noted Assistant City Manager Gloria Hurtado was in attendance. He stated Library Trustees have San Antonio Public Library Fiesta Medals at their seats. Mr. Salazar reminded the Board about the San Antonio Book Festival scheduled for April 11, 2015. Additionally, he reported Assistant Library Director Dale McNeill was recently elected by the Texas Library Association as Texas Chapter Councilor to the American Library Association and a member of the Texas Library Association Executive Board. Mr. Salazar recognized Digital Services Coordinator Ignacio Albarracin for being named by Library Journal as a 2015 Mover and Shaker.

## **APPROVAL OF MINUTES**

Board Chair Jean Brady brought forth for consideration the minutes of the meeting on February 25, 2015. Lora Devlon Eckler moved to approve the minutes for the meeting on February 25, 2015 as presented. Paul Stahl seconded the motion. None opposed; motion passed.

## **CHAIR'S REPORT**

Board Chair Jean Brady reported attending the Friends of the San Antonio Public Library Board Meeting on March 15, 2015; the San Antonio Public Library Foundation's Board Meeting on March 18, 2015; and the public meeting of the Naming Committee on March 21, 2015. Additionally, she reminded Trustees of the March 31, 2015 deadline to submit Financial Disclosure Reports. Finally, she reminded Trustees of their responsibility to seek reappointment with their respective City Council Representative if their term has expired.

## **Trustees' Report**

Lora Devlon Eckler reported District 6 City Councilmember Ray Lopez included information about the Library's new Mobile App in the District 6 newsletter. Additionally, the Meadow Village Neighborhood Association would send out the information on the mobile app to their distribution list. Jean Brady also reported sending the information on the mobile app to her City Council Representative, Councilman Roberto Trevino.

## **REPORT OF THE LIBRARY DIRECTOR**

Library Director Ramiro Salazar referenced the written report included in the meeting packet and added items to the report. Mr. Salazar stated the Library has received Open Records Request related to an existing agreement with the Monte Vista Historical Association occupying space at the Landa Branch Library. He provided a brief background regarding the 1994 agreement and reported the Library was working with City Management and City Legal to complete a due diligence review of the current agreement. Mr. Salazar added Library staff will bring this matter before the Library Board of Trustees in April 2015 and provide a full report and recommendation.

Library Director Ramiro Salazar reported the Library was included in the City Auditor's 2014 Audit Plan to review Library Fines and Fees. He noted the City Auditor is expected to deliver a report

to City Council covering all of the 2014 Audits (including Library) in April or May 2015. Mr. Salazar noted the audit covered six areas: Contract use by Library to recover materials and /or collect delinquent fines; accounts receivable; contract for copier and print services; Library room rentals; patron accounts; and the Integrated Library System. Nine findings were identified in the audit and Mr. Salazar reported the Library has taken corrective action on all of the findings.

Library Director Ramiro Salazar reported on a facilitated training scheduled for April 16, 2015 for Library Trustees and leadership of the Friends of the San Antonio Public Library and the San Antonio Public Library Foundation regarding advocacy for the Library.

Library Director Ramiro Salazar reported on National Library Week (April 12 – 18, 2015) and that plans were underway to obtain a proclamation from City Council.

Library Director Ramiro Salazar stated a survey would be released in conjunction with the update of the Library's Strategic Plan.

Finally, Library Director Ramiro Salazar informed Library Trustees of a potential situation at the Memorial Branch Library involving a suspicious device. He received an update during the meeting that the device was non-threatening.

Library Director Ramiro Salazar stated he would be out of the office attending the REFORMA National Conference in San Diego California from April 1 to 4, 2015.

## **BUDGET REPORT**

Department Fiscal Administrator Leo Luna presented the operating monthly statement for the period ending February 2015. He reported \$17.7 million or 42% of the operating budget for FY2015 was spent and that expenditures were on track for this time period.

## **BOARD COMMITTEE REPORTS**

### **Executive Committee**

Board Chair Jean Brady reported the Executive Committee met on March 17, 2015 to set the agenda for the March 25, 2015 Board of Trustees meeting.

### **Budget Committee**

Grace Marengo Sanchez, Committee Chair, reported the Budget Committee met on March 9, 2015. Ms. Marengo Sanchez provided an overview of the Budget Development Calendar and the establishment of a regular meeting schedule for the Budget Committee. Assistant Library Director Dale McNeill spoke to the mandate requests for the new District 2 and District 6 library locations. Mr. McNeill spoke about staffing models and how Library staff develop staffing models for each library location.

### **Facilities Committee**

Loyce Ince, Committee Chair, stated the Facilities Committee did not meet during this reporting period.

### **Naming Committee**

Linda Nairn, Chair, reported the Committee met in a public meeting on March 21, 2015 at 10:30 a.m. at the Sinclair Elementary School. The Committee is planning to deliver a recommendation to the Library Board of Trustees for the name of the District 2 Branch Library in April 2015.

### **Public Relations Committee**

Lora Devlon Eckler, Chair, reported the Public Relations Committee met on March 18, 2015 and asked Community and Public Relations Manager Caitlin Cowart to deliver the committee report. Ms. Cowart reported the Committee discussed the Texas Women of Influence panel discussion recap; Teen Tech Week media coverage; promotion of the mySAPL mobile app; Logo Update; National Library Week; and upcoming events.

## **SPECIAL REPORTS**

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

San Antonio Public Library Foundation President Tracey Bennett provided updates on upcoming events including the reception for the San Antonio Book Festival on April 11, 2015, the 20<sup>th</sup> Anniversary Gala celebrating the Central Library's anniversary on May 15, 2015, and the Encino Branch Library Donor Recognition Breakfast event on April 28, 2015 at the Branch. Additionally, Ms. Bennett reported on a donation from the Express~News valued at \$50,000 in media buys in the publication; the San Antonio Public Library Foundation's Advocacy Committee's action to support the naming of the new District 2 Branch Library for Schaefer family; a commitment to raise \$40,000 towards the construction of a proposed playground at the new District 2 Branch Library in conjunction with the Rotary Club; support from the Latino Leadership for the Library Committee to raise \$75,000 - \$100,000 towards the Latino Collection at Central Library; the cleaning of the Jesse Amado's 'Day's' art piece; and the Library Foundation's float in the Cavalier's River Parade.

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

President of the Friends of the Library Karen Matson reported on various Book Sales organized by Branch Friends Groups and applauded Friends members for their hard-work and dedication to the Library.

## **STAFF REPORTS**

### **Briefing on the new agenda system for the San Antonio Public Library Board of Trustees agenda**

Executive Assistant Jessica Ramos delivered a briefing regarding the new agenda system and demonstrated how to access agendas and attachments via the agenda system.

### **Briefing on activities planned on May 9, 2015 to celebrate the 20<sup>th</sup> anniversary of the Central Library**

Community and Public Relations Manager Caitlin Cowart delivered a presentation on activities planned on May 9, 2015 at Central Library. She reported activities include: an art exhibit, children's activities, special displays, opening of the terraces to the public, and other ongoing

activities. Interim Central Library Coordinator, Dianna Morganti, reported on an initiative, C-LIFE (Central Is For Everyone) at the Central Library which aims to ensure a diversity of library users and serve underserve users. She reported 40 Veterans have been assisted through a Veteran Assistance partnership and, as a result, have found housing.

## **NEW BUSINESS**

### **Receive staff report regarding FY 2016 budget development process and take appropriate action**

Library Director Ramiro Salazar reviewed the FY2016 outlook with Library Trustees. He identified five items that might have an impact on the FY2016 budget: the outcome of City's collective bargaining negotiations with the San Antonio Police Union and San Antonio Fire Fighters Union; the May 2015 City Council election resulting in the possibility new Council priorities; negotiations with Bexar County regarding the Interlocal Agreement for Library services, and the use of a pilot Hybrid Zero Based Budget for FY2016.

Assistant Library Director Kathy Donellan reviewed an exercise to help Library Trustees identify the Board's priorities for FY2016 by ranking eight Library service areas. She noted any absent Trustees would have an opportunity to complete the ranking exercise.

Once Library Trustees submitted their completed ranking exercise, Budget Committee Chair Grace Marengo Sanchez stated the exercise would be informative to the Budget Committee. Board Chair Jean Brady noted the ranking exercise is similar to an exercise the City Council has completed in the past. She also acknowledged the City Manager Sheryl Sculley in her efforts to maintain and repair Library buildings.

### **Consider request from the San Antonio Public Library Foundation for the closure of Central Library on Friday, May 15, 2015 to prepare for the San Antonio Public Library Foundation's Gala celebrating the Central Library's 20<sup>th</sup> Anniversary.**

Library Director Ramiro Salazar referenced the letter from the San Antonio Public Library Foundation requesting the closure of the Central Library on May 15, 2015 to allow the San Antonio Public Library Foundation to prepare for the gala celebrating the Central Library's 20<sup>th</sup> anniversary. He noted there is past precedence for this type of request. Mr. Salazar responded to questions from Library Trustees and stated employees will still report to work at Central Library and the other 26 Library locations will remain open.

Lupe Ochoa motioned to approve the request from the San Antonio Public Library Foundation to close Central Library on Friday, May 15, 2015 as requested to prepare for the San Antonio Public Library Foundation's Gala celebrating Central Library's 20<sup>th</sup> Anniversary. Judy Cruz seconded the motion. The motion was approved unanimously.

### **Review and consider liaison appointments to the Friends of the San Antonio Public Library for Fiscal Year 2015.**

Library Board Chair Jean Brady stated the Library Board of Trustees has liaisons to the San Antonio Public Library Foundation and would like to also have liaisons to the Friends of the San Antonio Public Library. She recommended Lupe Ochoa and Andrea Sanchez, serving as back-up, as liaisons to the Friends of the San Antonio Public Library.

Lora Devlon Eckler motioned to appoint Lupe Ochoa and Andrea Sanchez as liaisons to the Friends of the San Antonio Public Library. Grace Marengo Sanchez seconded the motion. The motion was approved unanimously.

## **OLD BUSINESS**

### **Review and consider action to approve proposed revised Library Administrative Directive on the use of Branch Meeting Rooms (LAD 5).**

Library Director Ramiro Salazar stated that Library Staff has regrouped since the February 2015 Library Board Meeting and a revised Library Administrative Directive 5 was developed. He stated the revised policy aligns the use of branch meeting rooms with the Library's primary mission. Furthermore, he stated branch meeting rooms were intended to support library programming and civic engagement. Mr. Salazar reviewed the proposed edits in the policy with the Library Board and stated a modification to the document was made in response to the Library Board feedback in February 2015.

He introduced Cheryl Sheehan, Public Services Administrator, to provide a prospective from Branch Libraries.

Ms. Sheehan stated meeting room use involves resources: space and Library personnel. She provided an example during February 2015 at two (2) library locations, there were 99 programs (57 Library programs and 42 Community programs) that involved 300 hours of use (including setup and clean up) and the Library was open 220 hours. Ms. Sheehan stated renting a community meeting room involves contract development, cleaning of the space before and after, and setup and tear down of the space. She provided examples of recent celebration-type events. Ms. Sheehan also reported on an informal survey she conducted of Libraries across the Country and stated that most do not allow personal celebrations. Finally, Ms. Sheehan stated that while the Library could accommodate celebratory events in Branch Meeting Rooms, it would take Library Staff away from other services that are a priority to the Library.

Mr. Salazar and Ms. Sheehan responded to questions from Library Trustees. Grace Marengo Sanchez motioned to approve the proposed changes to Library Administrative Directive 5. Lupe Ochoa seconded the motion. The motion was approved unanimously.

### **Receive status report on the Interlocal Agreement with Bexar County and take appropriate action.**

Library Director Ramiro Salazar provided a report on the status of the negotiations with Bexar County regarding the Interlocal Agreement for Library services. He reported the Library staff is working with the City Attorney's Office on the draft amendment to current agreement. Additionally, Library Director Salazar and Assistant City Manager Gloria Hurtado have briefed City Manager Sheryl Sculley on the status of negotiations and agreed upon deal points. Mr. Salazar reported that he will deliver a briefing to the Quality of Life Council Committee on April 21, 2015 and action is expected to move the item forward for City Council consideration.

Mr. Salazar provided an overview of the mutually agreed upon major deal points:

- a. Five renewal periods of one year each
- b. Provides for County to 'step down' payments by \$300,000 a year for next 4 years starting with FY2016
- c. Agreement to pursue commitment by County to acquire additional digital products

- d. Collaborated collection development strategies
- e. Identifies mutual goals for:
  - i. FY2015-2016
  - ii. FY2016-2017
  - iii. FY2017-2018
  - iv. FY2018-2019
- f. Provides for both parties to meet monthly

Additionally, Mr. Salazar reported meeting with Bexar County Clerk Gerry Rickhoff and there is interest in facilitating access to part of the Texana Collection digitally. Once funding is identified by the County, the Library will work with the identified County vendor to identify items from the Texana Collection to digitalize. Mr. Salazar referenced a report on the Texana Collection commissioned by the San Antonio Public Library Foundation. No action was taken.

### **Adjournment**

Linda Nairn moved to adjourn the meeting at 7:06 p.m. Paul Stahl 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 March 25, 2015 were approved as presented on April 22, 2015.