

**SAN ANTONIO PUBLIC LIBRARY  
MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES  
July 22, 2015**

The San Antonio Public Library Board of Trustees met in regular session on Wednesday, July 22, 2015 at 4:30 p.m. in the meeting room of the Pan American Branch Library; Jean Brady, Chair, presiding. The meeting was called to order at 4:46 p.m.

**TRUSTEES PRESENT**

Jean Brady, Loyce Ince, Linda Nairn, John Nicholas, Lupe G. Ochoa, Andrea Sanchez, Grace Marengo Sanchez, and Paul Stahl.

**TRUSTEES ABSENT**

Judy Cruz, Excused; Lora Devlon Eckler, Excused; Gloria Malone, Excused

**EX OFFICIO LIAISONS PRESENT**

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

**PUBLIC COMMENT FOR NAME OF DISTRICT 6 BRANCH LIBRARY**

No one signed up to speak.

**CITIZENS TO BE HEARD**

Arturo Titian, a former volunteer at the BookCellar, shared concern with the Board regarding his dismissal from the BookCellar.

**ANNOUNCEMENTS**

Library Director Ramiro Salazar announced that effective October 1, 2015 the Library will be under the oversight and management of Mr. Edward Benavides, Chief of Staff for the City Manager. Mr. Salazar introduced Mr. Benavides who said he was looking forward to working with the Library.

Children's Services Coordinator Viki Ash announced Summer Fest, a celebration at the end of the Mayor's Summer Reading Club. Ms. Ash distributed the Summer Fest schedule for all branches.

Library Director Ramiro Salazar thanked the Friends of Pan American Branch Library for the refreshments for the meeting.

## **APPROVAL OF MINUTES**

Board Chair Jean Brady brought forth for consideration the minutes of the meeting on June 24, 2015. Loyce Ince moved to approve the minutes for the meeting on June 24, 2015 as presented. Paul Stahl seconded the motion. None opposed the motion and the motion passed.

## **CHAIR'S REPORT**

Board Chair Jean Brady reported that she met with Councilman Roberto Trevino. She encouraged Trustees to attend the Community Meetings for the FY2016 Budget Development and reminded Trustees to be aware of their terms.

## **TRUSTEES REPORT**

No reports from trustees.

## **REPORT OF THE LIBRARY DIRECTOR**

Library Director Ramiro Salazar referenced the written report included in the meeting packet. Mr. Salazar reported that he attended the American Library Association (ALA) conference in June and accepted the 2015 Building Award from American Institute of Architects and the American Library Association (AIA/ALA) for the Mission Branch Library. Henry Munoz and Geof Edwards from Munoz and Co, project architects, were also present to accept the award. Mr. Salazar reported the San Antonio Public Library (SAPL) was recognized by the Urban Libraries Council (ULC) and received a 2015 Top Innovator Award for the Digital Library Community Project. Mr. Salazar said the San Antonio Public Library was well represented at the conference. Mr. Salazar said he met with the CEO of OverDrive and the CEO of BiblioCommons and the conference was very productive.

## **BUDGET REPORT**

Department Fiscal Administrator Leo Luna referenced the written report included in the meeting packet. He reported that \$25 million (74%) of the General Fund budget for FY2015 has been spent. Mr. Luna said that expenditures are on track for this time period and he is projecting the Library will be on budget at the end of the fiscal year.

## **COMMITTEE REPORTS**

### **Executive Committee**

Board Chair Jean Brady reported the Executive Committee met on July 14, 2015 to set the agenda for the July 22, 2015 Board of Trustees meeting and to discuss other matters. Ms. Brady stated that she recused herself on discussions regarding the Monte Vista Historical Association. Ms. Brady said the Executive Committee also met on July 15, 2015 to discuss a proposal from Monte Vista Historical Association. She recused

herself from the July 15, 2015 meeting.

### **Budget Committee**

Budget Committee Chair Grace Marengo Sanchez reported the Budget Committee met on July 13, 2015. Ms. Marengo Sanchez said that the Committee was briefed by Library Director Ramiro Salazar regarding the budget meeting with the City Manager. The meeting was successful with the City Manager indicating that reducing library hours was not desirable. Ms. Marengo Sanchez indicated the Budget Community Meetings are scheduled from August 10, 2015 to August 13, 2015 and Public Hearings are scheduled on August 19, 2015 and September 2, 2015.

### **Facilities Committee**

Facilities Committee Chair Loyce Ince stated that the Facilities Committee met on July 8, 2015. She referenced the written report included in the meeting packet. Ms. Ince introduced Capital Projects Manager Rich Walker who delivered a project update on the following:

Central Library Bond Projects, Latino Collection and Resource Center, Schaefer Branch Library, Collins Garden Branch Library Extreme Makeover, and the Great Northwest Branch Library Roof and Weatherization project.

### **Naming Committee**

Naming Committee Chair Linda Nairn reported the Naming Committee met on July 11, 2015 at the Guerra Branch Library for public input. She stated the committee will meet before the August Library Board Meeting to develop a recommendation to the Library Board for consideration at the August board meeting.

### **Public Relations Committee**

Board Chair Jean Brady reported that the Public Relations Committee did not meet.

## **SPECIAL REPORTS**

### **Report from Bexar County Regarding BiblioTech**

Library Assistant Director Dale McNeill introduced Laura Cole, Special Project Coordinator for Bexar County. Ms. Cole gave details for the new Dr. Ricardo Romo BiblioTech Library and said the 2,100 sq. ft. space with 40 desktop computers, 10 laptop computers, 40 iPads and 300 basic E-readers will provide digital library services. Ms. Cole reported that the grand opening for the BiblioTech would be on July 25, 2015 at 10:30 a.m. at 2003 S. Zarzamora, Building 10.

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

President of the Friends of the San Antonio Public Library (FOSAPL) Karen Matson reported that the Friends of the Library met on July 19, 2015 at 2:00 PM at the Pan American Branch Library. She said the Friends had 921 paid memberships and 16 new members. 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 15, 2015 and that the Friends will participate with a used book tent sale. Ms. Matson also announced that nominations for the Arts & Letters awards for writers, visual artists, and musicians will close on August 1.

## **San Antonio Public Library Foundation**

San Antonio Public Library Foundation (SAPLF) President Tracey Bennett distributed flyers for the April 2, 2016 San Antonio Book Festival. Ms. Bennett reported that she met with Jane Schaefer and Ms. Schaefer is going to host a reception with a fundraising goal of \$50,000 to \$75,000. Ms. Bennett said she is working with Rick Cavender on the funding for a playground for the Schaefer Branch Library. Ms. Bennett said that the shade structure for the Carver Branch has been fully funded. Ms. Bennett said the Foundation's current objective is programming, staff training, and professional development to include all the Library locations.

## **STAFF REPORTS**

### **Report on Pan American Branch Library**

Branch Services Coordinator Kate Gray introduced Pan American Branch Library Manager Nathaniel Laubner who delivered a report on the Pan American Branch community, programs, services, and community outreach.

### **Report on Media Coverage Initiatives.**

Community and Public Relations Manager Caitlin Cowart reported the San Antonio Public Library had very good media coverage this fiscal year (10/1/15-7/21/15) with an average appearance rate of 4.6 times per day in print/digital (63%), radio (4%), and television (33%). She presented a News and Digital Media Update Report showing the five areas of focus to increase media coverage: Public Relations, Media Relations, Social Media & Digital Marketing, Community Relations, and Media Buys (Rivard Report, Express-News, Current Magazine, Various community publications). A suggestion by a Trustee was to increase Spanish language media such as La Prensa and Univision.

## **NEW BUSINESS**

**Appointment of a three-person Nominating Committee to identify a slate of officers for Chair, Vice Chair, Secretary, and Treasurer to be elected during the September 2015 annual meeting.**

Board Chair Jean Brady presented appointments for the three-person Nominating Committee: John Nicholas, Chair, and Linda Nairn and Andrea Sanchez. Grace Marengo Sanchez made a motion to approve the members of the Committee and Lupe Ochoa seconded the motion. Ms. Brady called for a vote and the motion passed unanimously.

**Consideration for approval of Landa Gardens Conservancy's request to install a fence adjacent to the playground area at the Landa Branch Library.**

Library Assistant Director Kathy Donellan requested approval of the Landa Gardens Conservancy's request to install a fence adjacent to the playground area at the Landa Branch Library that borders Shook Avenue. Ms. Donellan stated a concern about the possibility of children running through the shrubbery onto Shook Avenue. The fence would be similar to what is around the younger children's play area. Ms. Donellan responded to questions from Trustees. Paul Stahl made a motion to approve and Andrea Sanchez seconded the motion. Ms. Brady called for a vote and the motion passed unanimously.

**Consideration for approval of the final design for the new Potranco Branch Library (District 6) and take appropriate action.**

Library Assistant Director Kathy Donellan presented the final design for the new Potranco Branch Library in District 6 and requested the Board's approval. After review of the plans and discussion, Andrea Sanchez made a motion to approve the plans and Lupe Ochoa seconded the motion. Ms. Brady called for a vote and the motion passed unanimously.

**OLD BUSINESS**

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

Library Assistant Director Kathy Donellan reported the FY2016 budget development process was moving forward and provided a brief update. Ms. Donellan said that there would be Community Hearings from August 10, 2015 to August 13, 2015 and that there would be Public Hearings on August 19, 2015 and September 2, 2015. She stated that the City Manager is expected to present the proposed budget to the City Council in August and the FY2016 Budget is scheduled to be adopted in mid-September. Ms. Donellan stated that no action is proposed by the Budget Committee.

**Executive Session**

Pursuant to Texas Government Code Section 551.071 (Consultation with attorney), the San Antonio Public Library Board of Trustees entered into executive session at 6:37 p.m. to discuss possible action regarding matters related to the 1994 agreement with the Monte Vista Historical Association and to discuss the agreement with the Monte

Vista Historical Association in consultation with attorney. The Library Board of Trustees reconvened into regular session at 7:48 p.m.

Library Board Chair Jean Brady and Trustee Linda Nairn recused themselves from the Executive Session. Paul Stahl conducted the Executive Session.

**Discussion and possible action regarding matters related to the 1994 agreement with the Monte Vista Historical Association.**

John Nicholas motioned to postpone for further discussion. Grace Marengo Sanchez seconded the motion. Paul Stahl called for a vote and the motion passed. Library Board Chair Jean Brady and Trustee Linda Nairn recused themselves from the discussion and vote.

**Adjournment**

John Nicholas moved to adjourn the meeting at 8:02 p.m. Grace Marengo Sanchez 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 July 22, 2015 were approved as presented on August 26, 2015.