

**SAN ANTONIO PUBLIC LIBRARY
MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
May 27, 2015**

The San Antonio Public Library Board of Trustees met in regular session on Wednesday, May 27, 2015 at 4:30 p.m. in the meeting room of the Central Library, San Antonio, Texas; Jean Brady, Chair, presiding. The meeting was called to order at 4:42 p.m.

TRUSTEES PRESENT

Jean Brady, Lora Devlon Eckler, Linda Nairn, John Nicholas, Lupe G. Ochoa, Andrea Sanchez, and Paul Stahl.

TRUSTEES ABSENT

Loyce Ince, Excused; Gloria Malone; Grace Marengo Sanchez; Judy Cruz, Excused

EX OFFICIO LIAISONS PRESENT

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

CITIZENS TO BE HEARD

Michele Nievaad, a resident of the Monte Vista Historical Association spoke regarding the agreement with the Library for use of space in the Landa Branch Library and asked the Library Board to reconsider their recent action to terminate the agreement.

Rachel Cywinski spoke regarding the need for a policy for all plants on Library owned and controlled lands should be plants native to Texas.

ANNOUNCEMENTS

Library Director Ramiro Salazar reminded Trustees of the Summer Reading Club Kick-Off on May 29, 2015 at the Central Library at 9:15 a.m. He also announced that Assistant City Manager Gloria Hurtado has accepted a position in California and will depart San Antonio at the end of May, 2015. Mr. Salazar also introduced Mary Chavarria, new Executive Secretary for the Library Director. Finally, a copy of the Young Pegasus Anthology was distributed to the Board Members.

APPROVAL OF MINUTES

Board Chair Jean Brady brought forth for consideration the minutes of the meeting on April 22, 2015. John Nicholas moved to approve the minutes for the meeting on April 22, 2015 as presented with typos corrected. Lora Devlon Eckler seconded the motion. None opposed the motion and the motion passed.

CHAIR'S REPORT

Board Chair Jean Brady reported attending the San Antonio Public Library Foundation's Gala on

May 15, 2015, the Foundation Board Meeting on May 20, 2015, the Young Pegasus award ceremony and the Teen Library at Central Library opening on May 12, 2015.

Trustees' Report

Trustees Andrea Sanchez, John Nicholas, Lora Devlon Eckler, and Linda Nairn reported attending the Encino Branch Library Grand Opening on May 2, 2015. Linda Nairn also attended the Teen Library at Central Library opening on May 12, 2015.

REPORT OF THE LIBRARY DIRECTOR

Library Director Ramiro Salazar referenced the written report included in the meeting packet. Mr. Salazar stated the Library received a concern regarding a swastika symbol on pillars at the Landa Branch Library. Mr. Salazar reported Library Staff explained to the patron that the swastika symbol was an ancient symbol and the patron has not pursued the matter further.

Mr. Salazar reported that the four job fairs held at Learn at SAPL sites (Bazan, Carver, Cortez, and Westfall Branch Libraries) in March, April, and May were successful and had a positive impact. The Fairs were held in conjunction with Workforce Solutions Alamo and sponsored by Capital One Bank.

Mr. Salazar noted that item #20 on the agenda, Change of Date for June 2015 Board Meeting, was pulled by staff.

BUDGET REPORT

Department Fiscal Administrator Leo Luna referenced the written report included in the meeting packet. He reported \$20 million, or 57%, of the operating budget for FY2015 was spent and that expenditures were on track for this time period and that we will be on budget at the end of the fiscal year.

BOARD COMMITTEE REPORTS

Executive Committee

Board Chair Jean Brody reported the Executive Committee met on May 19, 2015 to set the agenda for the May 27, 2015 Board of Trustees meeting.

Budget Committee

Member John Nicholas reported the Budget Committee met on May 11 and May 18, 2015. Capital Projects (renovations for Landa, Las Palmas, Great Northwest, and Semmes branches) were reviewed. The Committee reviewed all Library program areas and discussed the Zero-Based Budget exercise. Reductions options were discussed and the Committee forwarded two options to the Board for consideration during the Board Meeting. The two proposals are included in the Agenda item regarding FY2016 Budget Development.

Facilities Committee

Rich Walker, Library Project Control Manager, reported that the Facilities Committee met on May 13, 2015. He referenced the written report included in the meeting packet.

Mr. Walker introduced Sandy Jenkins, Parks Department, who spoke regarding the parking lot extension at the Semmes Branch Library which adds 19+ spaces adjacent to the playground. This project is a 2012 -2017 Bond Project and no action is required by the Library Board as the Semmes Branch Library is located on Park property.

Mr. Walker reported that the construction contract for the new Schaefer Branch Library will be considered by the City Council on June 18, 2015. Construction is expected to be completed in spring 2016. Mr. Walker reported that the Library Foundation is working with a potential donor for a shade structure at the Carver Branch playground. He also reviewed the Collins Garden Branch Library capital project, which will include a co-location with District 5 Field Office. Mr. Walker provided a briefing on the partnership between YMCA and the San Antonio Public Library to bring a new library outlet to District 6. Mr. Walker also reported on the Encino Branch Library Grand Opening and roof and weatherization project at the Great Northwest Branch Library. Finally, Mr. Walker provided a status report on the Central Library Bond Projects (Elevator Replacement, HVAC controls system replacement, restroom work, Latino Collection).

Naming Committee

Linda Nairn, Chair, reported the Committee met on May19, 2015 and the Committee is starting the process for naming the new District 6 Library Outlet (co-location with the YMCA).

Public Relations Committee

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

SPECIAL REPORTS

Friends of the San Antonio Public Library

President of the Friends of the San Antonio Public Library Karen Matson reported on the Friends of San Antonio Public Library's Board Meeting and acknowledged Trustee Lupe Ochoa for attending. Ms. Mason stated the Library advocates should advocate for the Library year round and not just at budget time. Ms. Matson also reported success with the Friends of the San Antonio Public Library information table at the Encino Branch Library during the grand opening. Ms. Matson announced an Arts & Letters Award and stated anyone could submit a nomination before the August 1 deadline. The awards reception is scheduled for October. Also, the Friends of the San Antonio Public Library are promoting a Friends Development Day on Saturday, September 19. Ms. Matson said she will be unable to attend during the first part of June and she will let the Director know who will represent the Friends of the Library.

San Antonio Public Library Foundation

San Antonio Public Library Foundation President Tracey Bennett reported the Gala on May 15, 2015 was a success with over 400 in attendance. She reported working with the Schaefer family to raise the funds for the Schaefer Branch Library and the playground. Ms. Bennett also stated that the San Antonio Book Festival was a success with a significant increase in attendance and said that videos of panel discussions were posted on the Library Foundation's website.

STAFF REPORTS

Briefing on Library Statistics and Performance Measures Fiscal Year to Date

Performance and Innovation Manager David Cooksey reported the Library was on target for all performance measures. Board Chair, Jean Brady, thanked the staff for their good work and achievement of the on target goal. Mr. Cooksey presented a power point (copy in meeting packet) with a breakdown of fiscal year comparisons of the performance measures.

Briefing on new Teen Library at Central Library

Teen Services Coordinator Jennifer Velasquez reported on the Teen Library that opened on May 12, 2015 in Central Library. The Teen Library encompasses 6,000 square feet and is intended for youth ages 13-18.

Ms. Velasquez said the space is flexible and in addition to reading and computer use, the area is set up for music, cooking, dancing, and making things, and has a sink area that increases the activities the teens can do. Ms. Velasquez thanked the Board of Trustees for their support. She stated there has been interest from around the world in this creative Teen Library. Board Chair Jean Brady thanked the Library Foundation and noted the donors were impressed with the space. Board member Paul Stahl commended Ms. Velasquez on the great job for listening to teens and responding.

NEW BUSINESS

Review Parman Branch Library Trailhead improvements and take appropriate action.

Project Control Manager Rich Walker introduced Sandy Jenkins, Parks Department, who reviewed the improvements to the Parman Library Trailhead. She reported the Trailhead will enter Parman Library site near the Children's Outdoor Nature Area and the Parks Department will assume maintenance of the Trailhead. Ms. Jenkins asked for consideration of improvements to the Trailhead to add shade and benches for 20 and the installation of a donated sculpture.

Lora Devlon Eckler motioned to accept the improvements requested. Linda Nairn seconded the motion. None opposed the motion and the motion passed.

Briefing on report "Evaluation of Texana and Genealogy at the San Antonio Public Library"

Adult Services Coordinator Dianna Morganti reported the Library Board of Trustees received a copy of the report and noted the report was overwhelmingly positive. Tim Blevens, project consultant, developed a comprehensive plan with a 2-3 year timeline with various suggestions.

Library Director Ramiro Salazar noted that the report opened eyes to the significance of Texana and the report reveals the value of Texana to the SAPL and community. He said that with a new Central Library Coordinator, the Library needs to strategize how to implement the strategies of the report.

Mr. Salazar stated that Ms. Morganti is leaving as interim head of the Central Library and will now be the head of Adult Programming. He acknowledged her and expressed special recognition for her excellent work in the interim role.

Review and approve proposed Library Policy related to restrictions on campaign signs

Public Services Administrator Kate Gray presented the proposed policy that will restrict campaign signs to no larger than 48" wide and 24" tall, impose 3 sign limit per issue, and designated areas to erect campaign signs. The proposed policy was in the Board meeting packet and was reviewed by the Board Trustees. Discussion followed.

John Nicholas motioned to approve the policy with the addition of regulations to include stakes in order to limit the height of campaign signs. Linda Nairn seconded the motion. Paul Stahl abstained. None opposed the motion and the motion passed.

Consider and take appropriate action on the geographic name for the District 6 Branch Library

Linda Nairn, Chair, Naming Committee, presented the Committee's recommendation for the geographic name of the new District 6 Branch Library of Potranco Branch Library. She also stated opportunities for public comment will be held on June 24, July 11, and July 22, 2015.

Linda Nairn motioned to accept the geographic name recommendation. Lora Devlon Eckler seconded the motion. None opposed the motion and the motion passed.

Consider and take appropriate action on naming opportunity spaces for the new Latino Collection and Resource Center

Library Director Ramiro Salazar presented naming opportunities for the space. He stated this request was not presented to the Facilities Committee nor the Naming Committee per the Naming Policy and stated the San Antonio Public Library Foundation requested this naming package be expedited so fundraising could commence immediately. The Naming Opportunities are: Patrocinadores Wall, \$1,000; Study Rooms, \$10,000 ; Entire Latino Collection Space, \$200,000; Writers Workshop and Conference Room, \$25,000; Gallery, \$10,000; Lecture Space, \$15,000. Trustee Andrea Sanchez recommended that the naming opportunities also have flexibility with consultation with the Library Director.

Lupe Ochoa motioned to approve the naming opportunities, including flexibility with consultation with the Library Director. Paul Stahl seconded the motion. None opposed the motion and the motion passed.

Consider revising the FY2015 Meeting Schedule for the San Antonio Public Library Board of Trustees to change the date for the June 2015 meeting.

This item was pulled by Library staff and not considered.

OLD BUSINESS

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

Assistant Director Dale McNeill presented two options that the Budget Committee endorsed that would fulfill the Zero Base Budget exercise and meet the decreases requested by OMB (0-based budget, \$1,020,714 in cuts).

Option A includes \$300,000 reduction as a result of the Interlocal Agreement with Bexar County, reduce Central hours from 70 to 56 hours, convert San Pedro branch to a Children's Resource Center, and eliminate one filled position for a total target of \$1,033,873.

Option B includes \$300,000 reduction as a result of the Interlocal Agreement with Bexar County, reduce Central hours from 70 to 56 hours, and eliminate Sunday hours at 7 branches for a total target of \$1,020,820.

After discussion, Lora Devlon Eckler made a motion to accept Option B of the Budget Committee's recommendations. Andrea Sanchez seconded the motion. Vote was taken by a show of hands and the motion passed unanimously.

Consider revising the FY2015 Meeting Schedule for the San Antonio Public Library Board of Trustees to change the location for the July 22, 2015 meeting.

Library Director Ramiro Salazar requested revising the SAPL Board of Trustees meeting schedule to change the location of the July 22, 2015 meeting to the Pan American Branch.

Lupe Ochoa motioned to approve the change. Lora Devlon Eckler seconded the motion. None opposed the motion and the motion passed.

Adjournment

Lupe Ochoa moved to adjourn the meeting at 7:42 p.m. Andrea Sanchez seconded the motion. None opposed and the meeting was adjourned.

Loyce Ince, Secretary

The minutes of the meeting on May 27, 2015 were approved as presented on June 24, 2015.