

**SAN ANTONIO PUBLIC LIBRARY**  
**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES**  
**April 27, 2016**

The San Antonio Public Library Board of Trustees met in regular session on Wednesday, April 27, 2016 at 4:30 p.m. in the Central Library Auditorium, Linda Nairn, Vice-Chair, presiding. The meeting was called to order at 4:43 p.m.

**TRUSTEES PRESENT**

Jean Brady, Judy Cruz, Margarita DeLeon, Lora Devlon Eckler, Loyce Ince, Linda Nairn and Andrea Sanchez.

**TRUSTEES ABSENT**

Juspreet Kaur, excused; Gloria Malone, excused; Lupe Ochoa, excused; and Paul Stahl, 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 the 5th Anniversary Celebration for the Mission Branch Library (Sat. April 30, 2016, 10:00 a.m.) and the recognition planed for Friends of the Mission Branch Library Founding President Roberto Anguiano. He announced the 5th Anniversary Celebration for the Parman Branch Library (Sat. May 7, 2016, 10:00 a.m.). Additionally, Mr. Salazar announced the Open House for The Holocaust: Learn and Remember (Monday, May 2, 2016, 9:30 a.m., Holocaust Memorial Museum San Antonio, 12500 NW Military Hwy) and the Centennial Tribute Event Celebrating the Late Congressman Henry B. Gonzalez' Life in Public Service (May 3, 2016, 10:30 a.m. Central Library). Finally, Mr. Salazar announced the Award Ceremony for the Young Pegasus Poetry Competition (May 1, 2016, 2:00 p.m., Herman's Sons Lodge).

**APPROVAL OF MINUTES**

Board Vice-Chair Linda Nairn brought forth for consideration the minutes of the meeting on March 23, 2016. Jean Brady moved to approve the minutes for the meeting on February 24, 2016. Lora Devlon Eckler seconded the motion. None opposed the motion and the motion passed.

## **CHAIR'S REPORT**

Board Vice-Chair Linda Nairn reported on attending the MiniMaker Faire at the Central Library.

## **TRUSTEES REPORT**

Judy Cruz reported she attended the San Antonio Book Festival and the Texas Women of Influence panel discussion.

Jean Brady said she attended the San Antonio Book Festival Literary Festival

Margarita DeLeon reported attending the San Antonio Book Festival and watching the NowCAST SA broadcast of the Texas Women of Influence panel discussion.

Andrea Sanchez reported attending the 35<sup>th</sup> anniversary of the Cortez Branch Library.

Lora Devlon Eckler reported attending a symphony performance event at the Guerra Branch Library.

## **REPORT OF THE LIBRARY DIRECTOR**

Library Director Ramiro Salazar referenced the written report included in the meeting packet. Mr. Salazar announced Public Services Administrator Joel Bangilan has accepted a position with the McKinney Public Library and thanked him for his service to the San Antonio Public Library.

Mr. Salazar also highlighted the San Antonio Public Library's participation in the Public Library Association annual conference with two presentations. Finally, Mr. Salazar shared with Library Trustees the plan for the soft rollout of the Library's new logo.

## **BUDGET REPORT**

Library Fiscal Administrator Leo Luna referenced the Library's Monthly Operating Statement in the meeting packet showing budget activity through March 2016. Mr. Luna reported that 51% (\$19 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.

## **COMMITTEE REPORTS**

### **Executive Committee**

Board Vice-Chair Linda Nairn reported the Executive Committee met on April 19, 2016 to set the agenda for the April 27, 2016 Board of Trustees meeting.

### **Budget Committee**

In absence of the Committee Chair, Library Fiscal Administrator Leo Luna reported that

the Budget Committee met on March 30, 2016 and April 12, 2016. Mr. Luna reviewed the agenda for each Committee Meeting.

### **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 April 13, 2016. Mr. Walker introduced Greg Houston, Marmon Monk Architects, who provided a briefing on the planned YMCA on the Mission Drive-in site. Mr. Walker provided an update on the 2012 Bond Projects, Potranco Branch Library, Schaefer Branch Library, Guerra Branch Library, Maverick Branch Library and Central Library capital projects. He responded to questions from Library Trustees.

### **Naming Committee**

Chairwoman Linda Nairn reported that the Naming Committee did not meet this reporting period.

### **Public Relations Committee**

Trustee Judy Cruz reported that the Public Relations Committee did not meet this reporting period.

## **SPECIAL REPORTS**

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

San Antonio Public Library Foundation (SAPLF) President Tracey Bennett reported on upcoming events for the Library Foundation, specifically The Big Give initiative. Ms. Bennett thanked Library Staff for their work with the Library Foundation on the San Antonio Book Festival. She provided a briefing on fundraising for the Potranco and Schaefer Branch Libraries. Finally, Ms. Bennett reported the Library Foundation Board voted to not pursue the Spurs Library Card initiative.

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

The President of the Friends of the San Antonio Public Library (FOSAPL) Karen Matson reported BookCellar, used bookstore operated by the Friends of the Library, had its largest sale day the same day as the San Antonio Book Festival. Ms. Matson acknowledged District 5 Library Trustee Lupe Ochoa for her support to start a Friends Group at the Collins Garden Branch Library and the Bazan Branch Library. She reported the next FOSAPL Board meeting is scheduled for May 15, 2016 at the Thousand Oaks Branch Library.

## **STAFF REPORTS**

### **Mid-year report on San Antonio Public Library's performance measures**

David Cooksey, Performance Measure and Innovation Manager briefed Library Trustees

on the Library's performance measures for the first half of Fiscal Year 2016 including circulation and visits. He responded to questions from Library Trustees.

### **Report on Library Technology Projects**

Dale McNeill, Assistant Library Director introduced the topic and Library Services Administrator Candelaria Mendoza delivered a presentation on Branch Technology Enhancements, Enactments to Customer Services, Bridging the Digital Divide, Core Business Systems and the future for the technology in the San Antonio Public Library.

Ms. Mendoza responded to questions from Library Trustees.

Public Services Administrators Joel Bangilan, Cheryl Sheehan and Kate Gray expounded on the technology in the Collins Garden, Schaefer and Potranco Branch Libraries.

### **NEW BUSINESS**

#### **Design concept for donor and monument / building signage at the following new branch libraries:**

Library Director Ramiro Salazar stated Library Staff is pulling the donor signage portion of the discussion to allow Library Staff time to further consult with the San Antonio Public Library Foundation on donor recognition. Assistant Library Director Kathy Donellan

#### **A) Potranco Branch Library**

Rich Walker, Project Control Manager, introduced Greg Houston, Marmon Monk, who delivered a presentation regarding the building signage for the Potranco Branch Library. Lora Devlon Eckler moved to approve the building signage as presented. Jean Brandy seconded the motion. None opposed the motion. The motion passed.

Library Staff responded to questions from Library Trustees.

#### **B) Schaefer Branch Library**

Rich Walker, Project Control Manager, introduced Sara Flowers, LPA Architects, who delivered a presentation regarding the building signage for the Schaefer Branch Library. Jean Brady moved to move forward with option 3 (Library spelled out vertically in the 'spine', address positioned vertically on the spine, Schaefer Branch Library at the top (horizontally) and San Antonio Public Library on the lower end horizontally). Andrea Sanchez seconded. Library Staff and Ms. Flowers responded to questions from Library Trustees. After some discussion, a vote was taken. None opposed the motion. The motion passed.

#### **Staff report regarding FY 2017 budget development process and take appropriate action**

Library Director Ramiro Salazar provided an overview of the upcoming exercise for the Library Board to ranking public service areas. Library Fiscal Administrator Leo Luna delivered a presentation setting the budget context. Library Services Administrator Candelaria Mendoza, Children Services Coordinator Viki Ash, Coordinator for Services to Adults Dianna Morganti, Teen Services Coordinator Jennifer Velasquez, delivered presentations related to their respective service areas.

Library Trustees completed the 'Board Prioritization Exercise for FY2017 Budget Process'

and Mr. Luna reviewed next steps which included providing Library Trustees absent with an opportunity to complete the exercise.

## **OLD BUSINESS**

No old business items.

## **Adjournment**

The meeting was adjourned at 7:14 p.m.

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Loyce Ince, Secretary

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The minutes of the meeting on April 27, 2016, were approved as presented on May 25, 2016.