

**SAN ANTONIO PUBLIC LIBRARY
MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
December 7, 2016**

The San Antonio Public Library Board of Trustees met in regular session on Wednesday, December 7, 2016 at 4:30 p.m. in the Central Library Auditorium, Paul Stahl, Chair, presiding. The meeting was called to order at 4:50 p.m.

TRUSTEES PRESENT

Jean Brady, Judy Cruz, Margarita DeLeon, Lora Devlon Eckler, Loyce Ince, Juspreet Kaur, Linda Nairn, Lupe Ochoa, and Paul Stahl.

TRUSTEES ABSENT

Gloria Malone, excused; Andrea Sanchez, excused.

EX OFFICIO LIAISONS PRESENT

Tracey Bennett, San Antonio Public Library Foundation; Beverly Durand, Treasurer, Friends of the San Antonio Public Library.

CITIZENS TO BE HEARD

No citizens signed up to speak.

ANNOUNCEMENTS

Library Director Ramiro Salazar announced that the Closing Event for the Mayor's Book Club would take place on Thursday, December 8, 2016, at 6:00 p.m. at the Mission Branch Library.

Director Salazar announced that there would be a Book Signing and Remarks with Author of *Board Games*, John T. Montford on December 14, 2016 at the Central Library. A reception is scheduled to begin at 5:30 p.m. and remarks by the author will begin at 6:00 p.m.

APPROVAL OF MINUTES

Board Chair Paul Stahl brought forth for consideration the minutes of the meeting on October 26, 2016. Jean Brady moved to approve the minutes for the meeting on October 26, 2016. Lora Devlon Eckler seconded the motion. None opposed the

motion and the motion passed.

CHAIR'S REPORT

Board Chair Paul Stahl reported that he attended the final Facility Improvements Bond Citizens Bond Committee Meeting on December 6, 2016. He extended his thanks to Trustee Lora Devlon Eckler for her work as a member of the Committee and to everyone who came out to the Bond meetings to extend their support for the Library.

Mr. Stahl also reported attending the Library Years of Service event on November 29, 2016 to honor SAPL Staff who had been with the Library for 20+ years.

Finally, Mr. Stahl reported attending the Grand Opening celebration for the Potranco Branch Library on November 4, 2016.

TRUSTEES REPORT

Lora Devlon Eckler reported attending the Grand Opening of the Potranco Branch Library on November 4, 2016. Trustee Devlon Eckler also attended the Facility Improvements Bond Committee meetings on November 15, 2016 and December 6, 2016. She also attended several community meetings in regard to the Bond.

Jean Brady attended the Facility Improvement Bond Committee Meetings and was pleased with the turnout and support of both Library Trustees and members of Friends of the Library.

Juspreet Kaur attended the Grand Opening of the Potranco Branch Library on Friday, November 4, 2016 and reported that it was an excellent family event.

Linda Nairn attended the Grand Opening of the Potranco Branch Library on Friday, November 4, 2016 and was especially pleased with the size of the new branch.

Judy Cruz reported attending various children's programming at the Cody Branch Library.

REPORT OF THE LIBRARY DIRECTOR

Library Director Ramiro Salazar reported that the grand opening of the new Potranco Branch Library & YMCA was a great success with about 1,000 members of the community in attendance. 2,600 came through the doors of the Branch on the first evening.

Library Director Salazar reported attending the Urban Libraries Council & the Institute of Museum and Library Services *National Forum on Closing the Opportunity Gap for Early Readers* on December 1 and 2, 2016. A report is expected to be published shortly on the discussions and findings.

He reported the San Antonio Public Library Foundation raised \$1M in gifts and donations

to support the San Antonio Public Library for 2016 and Director Salazar thanked Tracey Bennett and her team for reaching this milestone and for all their hard work.

Sixteen Library Staff Members were recognized for their 20+ years of services to the City of San Antonio during a reception on Tuesday, November 29, 2016. Director Salazar thanked Trustees Paul, Linda Nairn, Loyce Ince and Library Foundation Board Member Dennis Martinez attending the event recognizing Library staff

Director Salazar announced that the Board of the Briscoe Museum named Michael Duchemin as the Museum's new CEO and President. The Briscoe has recently also added a new Vice President, Elizabeth Jackson. Both will begin in their new positions on February 6, 2017.

Director Salazar updated the Trustees on the 2017 Bond Development Program. He reported that the recommendation from the Facility Improvements Citizens Bond Committee to City Council included \$3M for the Central Library, \$1M for Las Palmas Branch Library, \$2.5M for the McCreless Branch Library, and \$2M for Memorial Branch Library improvements. An additional \$700 thousand was included in the recommendation to be redirected from another project. The reserve list will include \$900 thousand for the Forrest Hills Branch Library, \$300 thousand for Texana and an additional \$1M for the Las Palmas Branch Library.

BUDGET REPORT

Library Director Ramiro Salazar announced that Library Fiscal Administrator Leo Luna has accepted a promotion with the City of Fort Worth and would be leaving his position with the City of San Antonio and expressed congratulations.

Library Fiscal Administrator Leo Luna referenced the Library's Monthly Operating Statement in the meeting packet showing budget activity through October 2016. Mr. Luna reported \$4.5 million, about 11%, of the \$39.8 million budget had been spent this year per the library's spending plan.

COMMITTEE REPORTS

Executive Committee

Board Chair Paul Stahl reported that the Executive Committee met on November 29, 2016, to set the agenda.

Budget Committee

The Budget Committee did not meet this reporting period.

Facilities Committee

Committee Chair Loyce Ince reported that the Facilities Committee did not meet this reporting period.

Naming Committee

Chairwoman Linda Nairn reported that the Naming Committee met on November 10, 2016.

Public Relations Committee

Committee Chair Jean Brady asked Community & Public Relations Manager Caitlin Cowart to deliver the Public Relations Committee report on her behalf. Ms. Cowart reported that the Public Relations Committee met on November 30, 2016 at Central Library in the Board Room. The Committee discussed the 2017 Bond Committee Meetings, the possible renaming of the Library Champion Awards, the successful Potranco Branch Library Grand Opening, and the upcoming Schaefer Branch Library opening.

SPECIAL REPORTS

Friends of the San Antonio Public Library

In the absence of Karen Matson, President of the Friends of the San Antonio Public Library (FOSAPL), Beverly Durand, FOSAPL Treasurer, reported that at their last meeting, the FOSAPL Board has approved a balanced budget for 2017.

Ms. Durand also reported that the BookCellar was having a blowout book sale through the end of the year. January 22, 2017 will be the FOSAPL annual meeting including the election of new officers.

The FOSAPL voted at their last meeting to allocate \$55,000 to the San Antonio Public Library for staff development, programming and other Library activities in 2017.

San Antonio Public Library Foundation

San Antonio Public Library Foundation (SAPLF) President Tracey Bennett began by thanking Lora Devlon Eckler for her efforts with the Bond Committee on behalf of Texana. Ms. Bennett provided an invitation to the opening of the WWI Poster Tour on Thursday, January 12, 2017 and encouraged everyone to attend and view the collection.

STAFF REPORTS

Report on Fiscal Year 2016 Statistics

Senior Management Analyst David Cooksey presented the statistics from Fiscal Year 2016 and explained the new, visually enhanced style they would be presented in for the

next fiscal year. Mr. Cooksey reported that all Branch Libraries had seen an increase in visits in the past fiscal year in part because of several libraries serving as voting sites for the 2016 Presidential.

Mr. Cooksey responded to questions from Library Trustees.

Personnel Updates for the San Antonio Public Library

Library Director Ramiro Salazar reported on personnel changes in the Library Administrative teams. He announced Hayley Holmes, Ph.D.'s promotion to Adult Services Coordinator, formerly Manager of the Parman Branch Library.

Assistant Director Dale McNeill reported on the Branch Manager vacancies throughout the library system and how they are being managed. Assistant City Manager Maria Villagomez, Library Director Ramiro Salazar and Assistant Library Director Dale McNeill responded to questions from Library Trustees. Library Board Chair requested a follow-up briefing from Library Staff during the January 2017 Board Meeting.

NEW BUSINESS

Review and consider approval of the design for the playground for the Schaefer Branch Library

Assistant Director Kathy Donellan presented the potential designs for the playground being donated but he San Antonio Rotary Club to be installed at the Schaefer Branch Library. The playground will support two age ranges from 2 – 5 years and 5 – 12 years. The playground will also feature shade structures, benches, trash facilities, WiFi, and accessible equipment. Ms. Donellan responded to questions from Trustees regarding shade for the playground. Lora Devlon Eckler moved to approve the designs as submitted. Lupe Ochoa seconded the motion. None opposed the motion and the motion passed.

OLD BUSINESS

Review and consider Library Board Committee Appointments and Liaison assignments for FY 2017

Board Chair Paul Stahl reported that he had spoken to each member of the committees individually to confirm their interest in committee positions. The proposed change to the Budget Committee was put forth to assign Margarita DeLeon as Committee Chair and Lupe Ochoa as Vice Chair. Judy Cruz would step down from the Budget Committee. Juspreet Kaur would be appointed to the Naming Committee. Liaison positions would remain unchanged.

Lupe Ochoa motioned to adopt the committee roster as submitted. Juspreet Kaur seconded the motion. None opposed and the motion passed.

Adjournment

Linda Nairn moved to adjourn the meeting. Margarita DeLeon seconded the motion. None opposed and the meeting was adjourned at 6:40 p.m.

Loyce Ince, Secretary

The minutes of the meeting on December 7, 2016 were approved as presented on January 25, 2017.