

**SAN ANTONIO PUBLIC LIBRARY
MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
January 24, 2018**

The San Antonio Public Library Board of Trustees met in regular session on Wednesday, January 24, 2018 at 4:30 p.m. at the Central Library Auditorium, 600 Soledad Street, San Antonio, TX 78205. The meeting was called to order at 4:40 p.m. by Paul Stahl, Chair.

TRUSTEES PRESENT

Jean Brady, Judy Cruz, Margarita DeLeon, Lora Devlon Eckler, Justpreet Kaur, Marcie Ince, Gloria Malone, Linda Nairn, Lupe Ochoa, Paul Stahl

TRUSTEES ABSENT

Andrea Sanchez, (excused)

EX OFFICIO LIAISONS PRESENT

Tracey Bennett, San Antonio Public Library Foundation; Nancy Gandara, Friends of the San Antonio Public Library

Silent Meditation

Board Chair Paul Stahl asked the Board to observe a moment to gather their thoughts.

CITIZENS TO BE HEARD

Xao Li signed up to speak. Mr. Li encouraged the Library Board to consider upgrading the lighting across the Library system and is looking for solicitation opportunities to provide his services in this area. He has come before the Library Board previously.

ANNOUNCEMENTS

Library Director Ramiro Salazar announced that all library locations will be closed on February 19, 2018 for Library Staff Development Day. There will be a presentation about the event later on the agenda.

APPROVAL OF MINUTES

Board Chair Paul Stahl brought forth for consideration the meeting minutes for December 6, 2017. Trustee Gloria Malone moved to approve the minutes. Trustee Lora Devlon Eckler seconded the motion. None opposed the motion. The motion passed.

CHAIR'S REPORT

Board Chair Stahl reported attending the kick-off of Our Family Reads: The Mayor's Book Club on January 13, 2018 and the Friends of the Library annual meeting on January 21, 2018.

TRUSTEES REPORT

Trustee Jean Brady attended the Friends of the Library Annual Meeting on January 21st.

Trustee Marcie Ince attended the kick-off of the Holocaust Learn and Remember on January 8th and commented what a wonderful contribution to the San Antonio community this annual event is. She visited Brook Hollow during Volunteer Income Tax Assistance (VITA), which was cancelled due to the recent changes to the tax law. VITA is regrouping; will get the new forms then resume their sessions. While Mrs. Ince was at Brook Hollow, the Read to a Dog program was happening. These are therapy dogs; kids get to read to the dogs and play with them. It is a feel-good program that provides comfort to the kids.

Parman is looking for woodcarvers to join a weekly woodcarving class. Beginners are welcome. Mrs. Ince attended the Friends of San Antonio Public Library meeting on January 21st and the first Budget Committee meeting earlier today.

In November, Trustee Juspreet Kaur attended the Grand Opening of the District 8 Field Office at the Igo Branch and the Mission Library Community Garden Work Day. Mrs. Kaur reported that a lot of people were there to work in the garden. When she was leaving, people were preparing for an outside yoga class. In December Trustee Kaur had fun attending the Igo Branch 10th Anniversary and Winter Fest Celebration.

Trustee Margarita DeLeon met with the staff at Pan American Branch during this reporting period. The staff is excited about the upcoming renovations. As an interesting side note, Trustee DeLeon visited the public library in Bentonville, Arkansas. She found that the library distributes study materials for community members that want to become American citizens.

Trustee Judy Cruz attended the Mayor's Book Club kick off on January 13th. She also attended the Holocaust Learn and Remember opening and felt that the event was so well done.

Trustee Gloria Malone had no report.

Trustee Lora Devlon Eckler attended the Friends of San Antonio Public Library meeting on January 21st.

Trustee Linda Nairn helped with the book sale events for both Semmes and Thousand Oaks Branches. She enjoys checking in with her branches at least once a month.

REPORT OF THE LIBRARY DIRECTOR

Library Director Ramiro Salazar reported this is the sixth year the Library has partnered with the Holocaust Memorial Museum to bring awareness dangers of intolerance and to invite the community to value our differences and to be accepting of others. We are extremely proud of this program and thanked the Foundation for their efforts in bringing forth donors to support this program.

On January 19, 2018 the first of several convening meetings for the STEM / STEAM Learning Ecosystem Initiative took place at the Central Library. Hosted by Mayor Nirenberg, and led by Dr. Rudy Reyna, a group of met to introduce the San Antonio community to this initiative. Additional meetings held in the coming months will identify best practices and solicit input and feedback as we gear up for the STEM Learning Ecosystem Initiative application process. Councilman Treviño was also in attendance. Jennifer Velasquez, Teen Services, is our liaison to this important initiative.

Several Library staff attended the Re-Think It: Libraries for a New Age conference in early January. We were very proud that four of our staff were accepted to deliver presentations at the conference; the San Antonio Public Library was well represented.

Potranco Branch Library received the SA Tomorrow Sustainability Award for the innovative service model introduced to that community through the co-location of the library and the YMCA.

Director Salazar addressed Trustee Ince's concern about the disruption of the VITA program at the Brook Hollow Branch Library. He responded that he would investigate the situation. Director Salazar further commented that the VITA program is an important, free service and a valued Library partner as many community members could not otherwise afford professional income tax advice or assistance.

Director Salazar informed the Board that in the coming months the Library will receive a gift from the estate of Hugh L. Haynes, Jr. upon completion of probate. The Library is one of two beneficiaries; the other is Schreiner University in Kerrville. If the Board approves, the Library would receive approximately \$500,000.

Trustees asked Director Salazar about voting for him for Public Library Association (PLA) President. Director Salazar said the voting takes place in late March/early April and is open to members of the American Library Association. For this particular office, PLA candidates are not allowed to campaign; they simply stand for election.

BUDGET REPORT

Assistant Director Kathy Donellan reported on the finances Oct 1 – December 31. Ms. Donellan highlighted the Personal Leave Buyback program and explained that it goes

over budget each year because many employees take advantage of the opportunity to cash out their Personal Leave right before the holidays. This is a positive thing.

Major Gifts – have received both gifts from the Foundation and the Friends. Both gifts are received around the end of each calendar year which is why the percentage spent to date is small.

Ms. Donellan fielded questions from Trustees.

Bequests (like the expected gift from Mr. Haynes estate) will be put into a separate fund to make tracking expenditures easier. Some major gifts are set up as an endowment; the funds are invested through the City's investment vehicles and the rate of return is 1 – 2%. Trustee Eckler mentioned that the category name "Rented City Equipment" is confusing; it reads as though the Library is being charged for using the City's equipment. Suggested a category name change to clarify the expenditures.

COMMITTEE REPORTS

Executive Committee

Board Chair Paul Stahl reported that the Executive Committee met on January 18, 2018 to set the agenda for the Board Meeting.

Budget Committee

Kathy Donellan reported that the Budget Committee met today. The committee set a meeting schedule – first Wednesday of the month at 4:30pm. Reviewed a draft of a high level budget development schedule which will be discussed in more detail at the next meeting on February 7th. Once the schedule is fleshed out, it will be shared with the Board. In either February or March, the committee will be bringing a budget prioritization exercise to the Board, which will solicit feedback from Trustees to the staff about budget priorities.

Director Salazar emphasized that Board members should also be thinking about priorities in terms of budget reductions, should City management request reductions to the Library's budget.

Facilities Committee

Rich Walker announced that Facilities Committee met on January 10th. Florencio Rodriguez and Timothy Hayes from Transportation and Capital Improvements gave a status update on two projects: the Main / Soledad / Navarro roundabout and the one-way to two-way configurations of Main and Soledad Streets. Complete with maps and pictures, the gentlemen discussed the project scope, improvements and configurations and projected completion dates.

Mr. Rodriguez and Mr. Hayes then fielded questions from Trustees about the projects; especially questions about entering and exiting the parking garage, and crossing traffic, on Soledad once the street changes from one way to two way.

Rich Walker presented an update on the 2018 Capital Improvement and Capital Outlay projects; 2017 – 2022 Library Bond Projects; status on projects at various branches including the Central Library door replacement.

Naming Committee

Naming Committee Chair Linda Nairn reported that the Naming Committee did not meet. She reported that signage for Memorial Branch Library is currently being created.

Public Relations Committee

Community and Public Relations Manager Caitlin Cowart reported that the Holocaust Learn and Remember program generated a lot of great media coverage. Ms. Cowart provided a recap of the media coverage received in 2017 then fielded questions from the Board about social media.

SPECIAL REPORTS

San Antonio Public Library Foundation

Tracey Bennett, SAPL Foundation President, reported the 2017 Catrina Ball was a success; 506 people attended. \$50,000 was pledged to LCRC programming from the proceeds of this event but that amount was not raised. The Foundation will give \$35,000 and, when the Foundation receives the Cortez funds, \$15,000 will be given to the Library to make up the difference.

The next Catrina Ball is scheduled for October 27, 2018. SAPLF sent a letter to Library requesting the Library's closure that day as well as requests for other logistical assistance.

Ms. Bennett thanked Library staff for allowing the San Antonio Conservation Society (60 members) for using the LCRC room. Their mission is to raise funds for Texas preservation of history and artifacts. One of the Foundation's next fundraising efforts is the Texana Department (\$1.2million). Ms. Bennett plans to apply for a \$100,000 grant to the Conservation Society for Texana because their mission are so closely aligned. Ms. Bennett said that she will ask Mr. Salazar for permission to set up Library tour for Conservation Society President, Susan Beavin, and the new Executive Director, Vincent Michael. The White Glove tour of Texana, for potential donors, will be September 24. Mr. Michael will be asked to speak about preservation and conservation.

Ms. Bennett then responded to questions from Trustees.

Trustee Ochoa asked if the 2018 Catrina ball fundraiser for LCRC again? Ms. Bennett replied, yes, a percentage will go to operating funds for SAPLF and a

percentage to LCRC programming. This year's Catrina Ball was projected to net \$80,000 but fell short. The Foundation pledge \$50,000 to get the LCRC programming budget started, but \$35,000 is the starting point. This year (2018) and each subsequent year, the Foundation will keep adding a percentage of the total amount netted by the event.

Trustee Brady asked Ms. Bennett for a breakdown detailing how much money of the total raised is given to the LCRC.

Trustee Brady raised the concern that closing a public building has a significant impact on the public. If asked why the Library is closed on that day, she wants to be able to provide an answer that demonstrates the benefit the public receives in return for the closure; especially in light of the City's recent scrutiny of non-profits and partnerships. After several minutes of discussion, Ms. Bennett offered to provide a history of the funds that have been given by the Foundation to the LCRC over the past 15 years.

The conversation segued to the Book Festival. The Book Festival is an LLC under the Foundation's umbrella and it has separate staff and separate budget. This entity gives the Foundation \$35,000 for administration costs because the six Book Festival staff share the Shook Avenue offices. Ms. Bennett explained that the Foundation does not receive City funding but the Book Festival does. For the last three years, the Book Festival has received \$150,000 in City funds – from three different pots of money. Ms. Bennett asked if there was interest in having Lilly Gonzales, Deputy Executive Director, address the Trustees at a future Board Meeting. The Trustees expressed interest. Ms. Bennett will request that Ms. Gonzales come to the May Board meeting to provide an update after the Book Festival has taken place.

A Trustee asked about the Foundation's involvement with the with Notte Nera – a Dinner in the Dark event?

Ms. Bennett explained that this event is primarily raises funds for operating expenses and a percentage goes to the Children's Low Vision center on the Library's 3rd floor. She further explained that the Foundation raises operating funds in four ways: special events, board member dues, annual fund and renting out Shook House.

Trustee Eckler expressed her thanks to the Foundation for their tireless fundraising for the Library. Trustee Kaur gave kudos to the Foundation staff's use of social media to promote the Library and Foundation events.

Friends of the San Antonio Public Library

Nancy Gandara, President of the Friends of the San Antonio Public Library, reported that the 2018 Friends budget was approved in December. For the first time ever, \$5,000 is allocated for membership recruitment. These funds will be used for advertisement on public radio and the creation of pop-up banners for each of the Friends groups. Intent to staff a table at programs and events that are happening at the

Library to raise awareness of the Friends to the people who are already library supporters. The goal is to have the banners in hand no later than the end of March. The budget also reflects a \$5,000 increase (nearly 10%) in the Friends' gift to the San Antonio Public Library; therefore the Friends will provide \$60,000 for system-wide marketing, staff development and staff travel. Ms. Gandara referenced the Friends calendar of events and highlighted that the membership committee would staff a table to at the opening night of "Tomàs and the Library Lady" at the Magik Theatre. The Friends will also be helping the Magik Theatre help publicize a children's book drive that the theatre is doing in partnership with a Girl Scout troop. Ms. Gandara thanked the Board for approving the naming of the meeting room at Mission Branch Library after the Charter Friends President, Robert Anguiano.

STAFF REPORTS

Report on the Barriers to Access Library Services

This report is a heads up As background, Director Salazar asked Mr. McNeill to work with a group of Library staff to identify ways administratively to continue to reduce barriers, especially for our low income patrons. Director Salazar informed the Board that he feels passionate about a more aggressive approach to further reduce barriers and he felt it was important to present this information to the Board at this time as we move into the budget development process. If, after future discussion and deliberation, the Board decides to move forward with strategies to further reduce barriers, this will impact both the Library's and the City's budget.

Assistant Director Dale McNeill presented. Since 2009 these attributes have been implemented to reduce barriers to access library services:

- Payment plan option implemented
- Online credit card payments enabled
- Online and telephonic ability to renew enabled, magazines
DVD/Blu-Rays and music CDs extended to a 21 day loan period with two renewals
- Accounts not in good standing have access to electronic databases
- Raised level to block accounts to \$15
- Account expiration alerts to members 90 days in advance

Mr. McNeill outlined some ideas for further reducing barriers that are under consideration.

- Allow renewals of cards with fines; extend time before card requires renewal.
Currently two years, recommending 4 years.
- Allow up to 5 renewals on items that do not have holds.
- Allow a patron with a payment plan in good standing to have full privileges restored (50 item limit, etc.).

- Any amount paid once a month and a member should remain in good standing. To exclude cards with balances over \$100.

Mr. McNeill reported that 92% of libraries charge overdue fines but some libraries have reduced fines or eliminated them altogether. At the end of the presentation, Mr. McNeill responded to questions from Trustees.

Trustee Kaur wants to know what the City expects from the Library in terms of our contribution of fines to the general fund. She also wants to know what percentage of the City's budget is comprised from Library revenue in relation to the amount of funding the Library receives from the City.

Director Salazar responded that the City's position has been: if the Library takes an action that reduces revenues for the City, then the Library needs to figure out a way to replace those funds. However, the disposition of this City Council is to distribute City resources using an "equity lens;" in other words – fairly distributing resources to each community based on need. This is the tact Director Salazar would take when defending actions to further eliminate barriers to Library services for our community.

Trustee DeLeon commented that the lack of a bus stop near Pan American Branch is a barrier for those patrons that rely solely on Via for their transportation. Director Salazar responded that he thinks it is Library Administration's responsibility to advocate for that and, if we encounter resistance, we may engage City Management's assistance.

Trustee Malone advocates for extending the number of renewal times.

Trustee Eckler was unaware there was a payment plan option and feels that this information needs to be publicized.

Trustee Cruz commented that she has encountered people that do not go to the library because they think the fine has accrued over years and the fine is huge.

Mr. McNeill highlighted the point that no interest or late payment fee accrues; only a one time fee of \$10 if sent to a collection company.

Every two years patrons have to verify their contact information in order for their library cards to stay active.

Trustee Ochoa commented that printing at the libraries is cumbersome. Mr. McNeill responded that improvements to this process are coming.

Staff Development Day

Adult Services Coordinator, Haley Holmes, presented. All San Antonio Public Libraries will be closed on Monday, February 19, 2018 for this all –staff event. There is a comprehensive campaign to get the word out about the closures. There is a robust schedule planned with various options for breakout sessions and general session

schedule planned with various options for breakout sessions and general session speakers. This promises to be a fun and inspiring day. Parking will be provided for Board Members. Both Chair Stahl and Director Salazar commented on how impressed and proud they were of the grass roots efforts that have gone into the planning of this day. Staff Development Day has been staff driven, so the curriculum and activities will be relevant to all Library employees.

NEW BUSINESS

Consider accepting a donation from Dr. Harriett and Dr. Ricardo Romo of ten art pieces to the San Antonio Public Library.

Dale McNeill and Emma Hernandez reported. Trustees reviewed images of the artworks via PowerPoint presentation.

Trustee Lupe Ochoa moved to accept the ten art pieces donated from Dr. Harriet and Dr. Ricardo Romo to the San Antonio Public Library. Trustee Margarita DeLeon seconded the motion.

The agenda item was discussed. None opposed the motion. The motion passed without modification to the initial motion.

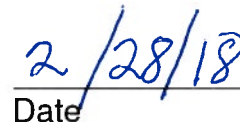
Appointment of an Ad Hoc Committee related to the review of Library Administrative Directives.

Trustee Juspreet Kaur made a motion to accept the item as presented. Trustee Marcie Ince seconded the motion. None opposed the motion. The motion passed.

Adjournment

Trustee Juspreet Kaur moved to adjourn the meeting. Trustee Marcie Ince seconded the motion. None opposed and the meeting was adjourned at 8:43 p.m.


Margarita De Leon, Secretary


Date