

**SAN ANTONIO PUBLIC LIBRARY
MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
February 28, 2018**

The San Antonio Public Library Board of Trustees met in regular session on Wednesday, February 28, 2018 at 4:30 p.m. at the Cortez Branch Library, 2803 Hunter Blvd., San Antonio, TX 78224. The meeting was called to order at 4:50 p.m. by Paul Stahl, Chair.

TRUSTEES PRESENT

Jean Brady, Margarita DeLeon, Lora Devlon Eckler, Marcie Ince, Gloria Malone, Linda Nairn, Lupe Ochoa, Andrea Sanchez, Paul Stahl

TRUSTEES ABSENT

Judy Cruz, (excused), Juspreet Kaur (excused)

EX OFFICIO LIAISONS PRESENT

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

Silent Meditation

Board Chair Paul Stahl asked the Board to observe a few moments of silence to gather their thoughts before we begin our important work this evening.

CITIZENS TO BE HEARD

None

ANNOUNCEMENTS

Library Director Ramiro Salazar announced:

PopCon, Central Library, March 3, 2018, 10:00am to 4:00pm. Mayor Nirenberg and State Representative Bernal will attend. There is a lot of interest in this event. Adult Services Coordinator, Haley Holmes, was interviewed on Texas Public Radio (TPR) about the event. The recording is available on TPR if Trustees were not able to listen to it live.

San Antonio Mini Maker Faire, Central Library, March 24, 2018, 11:00am – 3:00pm. Last year's Faire brought over 1000 people to the Central Library. This event is being led by our Teen Services Coordinator, Jennifer Velasquez. It is a fun day for do-it-yourself-ers and brings people to our site.

Emma Hernandez, LCRC Coordinator, was interviewed on TPR about Rudolfo Anaya's book, Bless Me, Ultima. She is quite knowledgeable about this book and represented the Library very well. Director Salazar complimented both Haley and Emma; stating that the Library is fortunate to have such professional and talented individuals on the Library staff.

Director Salazar thanked the Friends of the Cortez Branch Library for providing dessert for tonight's meeting.

APPROVAL OF MINUTES

Board Chair Paul Stahl brought forth for consideration the meeting minutes for January 24, 2018. Trustee Jean Brady moved to approve the minutes. Trustee Marcie Ince seconded the motion. None opposed the motion. The motion passed.

CHAIR'S REPORT

Chair Stahl reminded Trustees that Financial Disclosures are due on March 31st. Those who have not submitted their reports will find the login information and instructions in their packet. Also, Nena and Jessica are available to assist with submitting the form.

Chair Stahl and Director Salazar recently met with Olivia Traveso, OCI Group, to discuss a board development / training session at the Library Board of Trustees meeting on March 28, 2018. Next month's meeting will have an abbreviated agenda so that Trustees can participate in the work session.

TRUSTEES REPORT

Trustees Andrea Sanchez and Jean Brady attended the State of the SAISD event on February 16, 2018. Both were impressed with Superintendent Pedro Martinez taking accountability for the current challenges facing the district and also for his positivity as the district moves forward with a bold strategic plan for improvement.

Trustee Sanchez is excited to announce that The Little Read Wagon is scheduled to visit her school on March 9, 2018; continuing the partnership between schools and the Library.

Trustee Brady attended the Mayor's Book Club event at Landa Branch Library; visited the Schaefer Branch Library and attended Staff Transformation Day which was, fabulous, she commented. She also thoroughly enjoyed the *Literary San Antonio* / Bryce Milligan event and highly recommends reading his book.

Trustee Lora Devlon Eckler attended two community meetings, the District 6 meeting and Staff Transformation Day. She commented that the Library staff event was exceptional and she enjoyed it very much.

Trustee Gloria Malone attended part of Staff Transformation Day as well and really enjoyed it. She announced that, for the first time, the Friends of the Schaefer Branch Library will be selling Fiesta Medals. The Schaefer Friends received a donation of 200 cloth book bags to give to patrons during the Summer Reading Program. There is a possibility of getting more bags later that would be donated or sponsored by local businesses. Trustee Malone attended a Black History Month event at Carver Branch Library that involved about 90 children.

Trustee Linda Nairn was pleased to announce that Tobin and Thousand Oaks Branch Libraries both received donations play houses. The structures are inside the branches Children not only play in the houses but also use them as a cozy space to sit and quietly read.

Trustee Marcie Ince reported that she voted at the Parman Branch Library. She said it was very organized and commented that utilizing the branches as a voting site is a great idea

because it brings people to the Library.

Trustee Lupe Ochoa is assisting with the Volunteer Income Tax Assistance (VITA) program at Bazan and Mission Branch Libraries through her work. She thinks it is a wonderful resource for taxpayers and it also brings people to the Library.

REPORT OF THE LIBRARY DIRECTOR

Director Ramiro Salazar reported on a very successful Staff Development Day. He expressed his appreciation to the Library Staff who organized the event and to the Trustees for their support and attendance. Mr. Salazar recognized and congratulated the two main organizers of the event, Haley Holmes and Roberta Sparks.

The Director informed the Board that the renewal feature in the Library's mobile app is experiencing performance issues. He is coordinating with the software vendor, BiblioCommons, and our IT department to address the issue.

The Landa Branch Library received the 2018 Historic Preservation Award for continued historic maintenance from the Conservation Society. Cheryl Sheehan and Mark Loiselle will represent the Library at the awards ceremony on March 28th.

Director Salazar addressed the comments made by the gentleman who frequently speaks during the Citizens to Be Heard portion of the meeting. Dr. Guo Li has reviewed the lighting at several of the branches and has expressed interest in his business replacing that lighting. Dr. Li has been referred to the appropriate City agencies that deal with potential vendors and the procurement process.

Director Salazar addressed Trustee DeLeon's concern about a barrier to access at the last meeting. He is following up with VIA with regard to putting a bus stop closer to the Pan American Branch Library.

Director Salazar refereed Trustees to the Performance Measure documents in their packet. The overarching trend for circulation is down. David Cooksey prepared a presentation to explain the decline. Visits are down 19% year-to-date as compared to last year at this time is due to:

- Unpredictability of election turnout (decreased voter turnout; last year there was a Presidential election so voter turnout was high)
- Unanticipated library closure (ice day in January)
- Construction outside Central is affecting visits

The Library team is taking steps to increase visits.

BUDGET REPORT

Assistant Director Kathy Donellan gave a brief update on the current budget. Spending is on target for this time of year. Mrs. Donellan responded to questions from Trustees.

COMMITTEE REPORTS

Executive Committee

Board Chair Paul Stahl reported that the Executive Committee met on February 13, 2018 to set the agenda for today's Board Meeting.

Budget Committee

The Budget Committee met on February 7, 2018 to develop a FY2019 budget calendar and the budget development exercise, which will be addressed later in the agenda.

Facilities Committee

Trustee Andrea Sanchez reported the Facilities Committee met on February 14, 2018. Rich Walker delivered the Project Update report which included Central parking garage changes, capital improvement and capital outlay projects, deferred maintenance projects, 2017-2022 bond projects and enhancements to various library branches. Both Trustee Ochoa and Eckler commented that the signage for the Cortez Branch cannot be seen; there is a very wide easement. Director Salazar clarified the Najim Family / YMCA request to temporarily put their address on the Mission Library monument sign. In the spirit of partnership, the Library agreed. Then it was suggested that the monument sign be modified to permanently include the address at a cost of \$10,000-\$15, to be paid by the YMCA. The YMCA opted not to do that and decided to put the address numbers on the building.

Naming Committee

Trustee Linda Nairn reported that the Naming Committee did not meet this reporting period but will be meeting next month on March 10, 2018.

Public Relations Committee

Trustee Jean Brady reported that the Public Relations Committee did not meet this reporting period.

SPECIAL REPORTS

Friends of the San Antonio Public Library

Nancy Gandara, President of the Friends of the San Antonio Public Library, handed out the March Events and Meetings listing showing a very busy month for meetings, book sales and workshops.

Mrs. Gandara attended Staff Transformation Day and participated in the Sharks session which addressed the disparity of funding among the various Friends groups. She also reiterated Trustee Malone's comment regarding a "first" in Friends' history: The Schaefer Friends will have Fiesta medals for sale this year.

San Antonio Public Library Foundation

Foundation President, Tracey Bennett, introduced Lilly Gonzales, Deputy Executive Director for the Book Festival. Ms. Gonzales presented a report on the 2017 Book Festival.

- The 2017 San Antonio Book Festival celebrated its 5th anniversary
- The festival drew 20,000 people to the Central Library
- Events were standing room only
- The festival is growing so fast that a big tent will be erected this year on the Central Library plaza.

- Authors participated in educational outreach through the schools
- Storytelling sensation, "The Moth," quickly sold out last year and is being brought back for a repeat performance on April 6, 2018.

Trustee Eckler asked Ms. Gonzales about parking issues and suggested partnering with the trolley to shuttle people from along the route to and from Central Library. Ms. Gonzales responded that the Hemisfair's 50th anniversary will be celebrated the same weekend as the Book Festival. The Book Festival is currently talking to Hemisfair staff about coordinating transportation between the two events.

STAFF REPORTS

Report on the Cortez Branch Library

Cammie Brantley, Branch Manager of the Cortez Branch Library gave a colorful and fun presentation about the programs, activities and talented staff at Cortez. After the presentation, Ms. Brantley responded to questions from the Trustees.

Briefing on the inaugural Mission City Film Festival, a program of the San Antonio Public Library

Haley Holmes, Adult Services Coordinator, reported that Library staff Marco De Leon and Steven Barrera developed the idea of a film festival to encourage film making by local talent. The film festival is being funded by the SAPL Foundation and Ms. Holmes expressed her gratitude to Tracey Bennett and the Foundation for their support. Submissions are eligible only from filmmakers from Bexar County. The deadline to submit films is March 15, 2018. Films will be judged in six categories. Winners will have their films shown at the Santikos Silverado movie theatre on April 11, 2018. So far, 1200 entries have been received but only 45 submissions are from Bexar County.

NEW BUSINESS

Establish Fiscal Year 2019 Budget Priorities

Kathy Donellan led the Board through an exercise, using the "dot voting" method, to rank topics of budget improvement and reduction. After completing the exercise and discussing the initial ranking, the Board of Trustees arrived at the following consensus:

Improvement Priority Order

- Public Education/Awareness/Access
- Age Based Service
- Books and Materials
- Offset Inter-local Agreement Decrease
- Technology
- Building Maintenance and Repair
- Public Programming
- Baseline Staffing Levels
- Off Site Library Services
- Development and Grants Position

- Increase Hours / Security

Trustee Lora Devlon Eckler made a motion to accept the Improvement Priority Order as ranked above. Trustee Margarita DeLeon seconded the motion. None opposed the motion. The motion passed.

Reduction Priority Order

- Central Public Service Hours
- Branch Public Service Hours
- Branch Closure(s) Based on Need/Use
- Discontinuation of Staff at Library Portal
- Cuts to Support Service Staff
- Cuts to Administrative Staff
- Reduction of Book Budget
- Reduction of Security

Trustee Marcie Ince made a motion to accept the Reduction Priority Order as ranked above. Margarita DeLeon seconded the motion. None opposed the motion. The motion passed.

Consider a request from the San Antonio Public Library Foundation to close the Central Library on Saturday, October 27, 2018 in support of the Catrina Ball (a fundraiser supporting the Library's Latino Collection and Resource Center)

Foundation President, Tracey Bennett, was not present to respond to questions. Director Ramiro Salazar provided some background for this request. Initially, the Foundation requested all-day closure of the Central Library but Director Salazar could not support that request. Closing the Central Library is a serious decision; it is the flagship library in the system and receives the most visits so closing the library has a far-reaching impact. Director Salazar countered that he could support closing the library a few hours early with Trustee approval. During the Foundation report earlier in the agenda, Ms. Bennett suggested that 10% of the proceeds of the Catrina Ball would be given to the Latino Collection and Resource Center (LCRC). Also, Director Salazar asked the Board to consider what value-add is gained by closing the Central Library early.

Follow up discussion revealed that there is some confusion regarding the exact dollar amount of the Catrina Ball proceeds being given to the LCRC. A consensus was reached that there are still details to be clarified and an agreement negotiated before the Board of Trustees feels comfortable taking action on this request.

Trustee Jean Brady moved to postpone the decision to close the Central Library on Saturday, October 27, 2018 in support of the Catrina Ball (a fundraiser supporting the Library's Latino Collection and Resource Center) until next month. Trustee Margarita DeLeon seconded the motion. None opposed the motion. The motion passed.

Consider Library Board of Trustees policy regarding the emergency closure of a Library facility and take appropriate action

Assistant Director, Dale McNeill, presented the policy under consideration. Updates to the current closure policy include:

- Now a written policy
- Temperature ranges and timeframes that would precipitate library closure have been clearly defined
- Barriers limiting access to the library (i.e. fallen trees, flood, etc.)
- Delegates the Board's authority for temporary emergency closure to the Library Director

Trustee Lora Devlon Eckler made a motion to accept the updated policy as written. Trustee Marcie Ince seconded the motion. None opposed the motion. The motion passed.

Consider appointment of new Library Board liaisons to the Friends of the San Antonio Public Library

Previously, Chair Stahl asked Trustee Juspreet Kaur to serve as the primary liaison and Trustee Ince to serve as back up liaison. Both Trustees have agreed. Trustee Lora Devlon Eckler made a motion to consider appointment of new Library Board liaisons to the Friends of the San Antonio Public Library. Trustee Andrea Sanchez seconded the motion. None opposed. The motion passed.

Adjournment

Trustee Jean Brady moved to adjourn the meeting. Trustee Margarita DeLeon seconded the motion. None opposed. The motion passed. Meeting adjourned at 8:46pm.


Margarita DeLeon
Secretary