

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

The San Antonio Public Library Board of Trustees met in regular session on Wednesday, March 28, 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 4:34 p.m. by Paul Stahl, Chair.

TRUSTEES PRESENT

Jean Brady, Judy Cruz, Margarita DeLeon, Marcie Ince, Juspreet Kaur, Gloria Malone, Linda Nairn, Lupe Ochoa, Andrea Sanchez, Paul Stahl

TRUSTEES ABSENT

Lora Devlon Eckler (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 beginning the important work this evening.

✓ **CITIZENS TO BE HEARD**

None

ANNOUNCEMENTS

Library Director Ramiro Salazar reminded Trustees about the San Antonio Book Festival taking place Saturday, April 7, 2018, 9:00am – 5:00pm, at the Central Library and the Southwest School of Art.

SAPL Fiesta Medals are on their way and will be mailed to Trustees as soon as we receive them.

APPROVAL OF MINUTES

Board Chair Paul Stahl brought forth the meeting minutes for February 28, 2018 for consideration. Trustee Gloria Malone moved to approve the minutes. Trustee Marcie Ince seconded the motion. None opposed the motion. The motion passed.

CHAIR'S REPORT

Chair Stahl reported that he has been traveling frequently for work so he was unable to attend Library events in March; but, has been keeping up with the library news through social media. Prior to today's meeting, he strolled around the Library and watched the staff happily helping customers in various ways, which is always wonderful to witness.

TRUSTEES REPORT

Trustee Gloria Malone reported that on March 22, 2018 she attended the programs at the Carver Branch as well as a screening of the film *Marshall*. She also attended the Mayor's Book Club event on March 24, 2018 at the Schaefer Branch; the theme was "Explore Social Justice" and Councilman Cruz Shaw was in attendance. San Antonio College Professor Beatrix Perez presented "Social Justice Heroes." Mrs. Malone gave each Trustee a Fiesta Medal produced by the Friends of the Schaefer Library. The medals will be sold for \$7.00 each.

Trustee Marcie Ince attended PopCon on March 3rd and also the "Symphony at SAPL" violin concert at the Parman Branch on March 3, 2018. San Antonio Symphony violinist Eric Gratz shared his talents and love of music with children of all ages. Mrs. Ince said it was a wonderful event. She posted event photos on Facebook and received over 100 hits which, she commented, highlights the power of social media.

In celebration of Women's History Month the Branch Manager of Parman, Barbara Kwiatkowski, asked Mrs. Ince to participate in the panel "Celebrating Women of Stone Oak: Meet Women Next Door" on March 15, 2018. Panelists shared their life experiences and influences; their career decisions and accomplishments. Finally, Mrs. Ince attended the Friends of the Library meeting on March 18, 2018. Approximately 25 people attended the meeting and she said the board meeting was lively and everyone was fully engaged.

Trustee Juspreet Kaur reported on two months of activities. On February 10, 2018 she took her kids to Rodeo Roundup at the Igo Branch Library. The kids had fun participating in the crafts and petting the goats, pigs and bunnies in the petting zoo. Trustee Kaur heard several patrons exclaim "who would have thought this event would be at a library" and commented that she enjoys the idea that the public are experiencing their community library in new and unexpected ways. Trustee Kaur also attended PopCon at the Central Library on March 3, 2018 and thought it was fantastic. She really liked how the events took place in "zones" all over the library; the public was able to enjoy the entire library space.

Trustee Andrea Sanchez reported that the Little Read Wagon came to her school in early March. Ms. Sanchez commented that the tent set-up was fast and efficient; and the facilitation of the program by the leaders was excellent. The kids were so excited and repeatedly returned to pick out additional books. Trustee Sanchez was very pleased with the experience and it gave the principal an opportunity to meet and connect with the Children's Librarian at the Cortez Branch Library. Trustee Sanchez also reported that she and Cortez Branch Manager, Cammie Brantley, are committed to meeting each month to discuss the events taking place at the branch.

Chair Paul Stahl reported on behalf of Trustee Margarita DeLeon because she had not yet arrived. Trustee DeLeon attended the Mini Maker Faire and also visited the gallery exhibit by Momo and Pompa. She and her family completed multiple crafts and really enjoyed the faire. In February, she attended Staff Transformation Day and also the State of the San Antonio Independent School District breakfast – both outstanding events.

REPORT OF THE LIBRARY DIRECTOR

In the interest of time due to the work session happening this evening, Library Director Ramiro Salazar referred Trustees to the Director's Report in their packet and did not present an oral report.

BUDGET REPORT

In the interest of time due to the work session happening this evening, Assistant Director Kathy Donellan referred Trustees to the Budget Report in their packet and did not present an oral report.

COMMITTEE REPORTS

Executive Committee

Board Chair Paul Stahl reported that the Executive Committee met on March 20, 2018 to set the agenda for today's Board Meeting.

Budget Committee

Assistant Director Donellan reported that the Budget Committee met on March 7, 2018 and addressed three items. There were several items under deadline as part of the FY2019 budget submission process. The submissions are:

- Mandates (contractually obligated increases and payments for FY2019)
- Deferred Maintenance Projects – 5 year building program
- Capital Project Requests

Mrs. Donellan will email a summary of the submissions to the Trustees.

Facilities Committee

The Facilities Committee met March 14, 2018. Rich Walker delivered a brief oral report, updating the Trustees on the Brook Hollow Branch Library foundation repair project, Semmes Branch Library monument signage, Central Library Door Replacement, and the FY2017-2022 Library Bond Projects, which are now in consultation with the architects.

Naming Committee

Trustee Linda Nairn reported that the Naming Committee met on March 13, 2018 to discuss the action item that will be considered later in the agenda.

Public Relations Committee

Caitlin Cowart reported the Public Relations Committee met on March 21, 2018 to discuss:

- Public awareness, which is a priority identified in last month's budget exercise
- Social Media Ambassador Program – an idea that arose from the Shark Tank exercise at Staff Transformation Day
- 2018 Ella Award Timeline – tentative date for the event is June 8, 2018

SPECIAL REPORTS

San Antonio Public Library Foundation

Foundation President, Tracey Bennett, handed out San Antonio Book Festival *Save the Date* cards that included Festival Fun Facts since the Book Festival's inception in 2013.

Friends of the San Antonio Public Library

Nancy Gandara, President of the Friends of the San Antonio Public Library, reported that no quorum was present at the last meeting but members had a great discussion. Mrs. Gandara handed out the April Events and Meetings schedule. She highlighted the "Membership Matters" marketing and recruiting workshop that is coming up March 31, 2018 and open to all of the Friends.

NEW BUSINESS

Consider the temporary closure of the following Library locations for building improvement projects.

(a) Cody Branch Library, May 3 - 13, 2018 (11 days)

(b) Pan American Branch Library, June 18 - July 3, 2018 (16 days)

(c) Thousand Oaks Branch Library, June 25 - July 5, 2018 (10 days)

Assistant Director Donellan briefly described the scope of the capital improvement project for each location and the duration of each library closure.

- The book drops for each library will remain open.
- Staff schedules will be shifted and/or staff will be temporarily reassigned to maintain employment consistency.
- There will be a comprehensive, advance communication plan implemented to alert the public about the closures.

The Facilities Committee endorsed the closures at their last meeting. After her report, Mrs. Donellan responded to questions from the Trustees.

Trustee Jean Brady raised a question about digital signage. The Friends of the Cody

Branch Library are helping to fund a digital sign for the branch. Unless the cost of each digital sign is exorbitant, Mrs. Brady suggested that each branch should have one; they are another great avenue for letting our customers know what is happening at the Library. Mrs. Donellan responded that there is a pending funding request for technology projects that includes digital signage. She should know the outcome of the funding request by the April board meeting. Other Trustees agreed that there are opportunities for engagement and, perhaps, sponsorship for digital signage. Once we know the outcome of the funding request, the Trustees will discuss this matter further. The approximate cost for each digital sign will be emailed to Trustees for their information.

Trustee Gloria Malone made a motion to accept the temporary closure schedule as presented for the Cody, Pan American and Thousand Oaks Branch Libraries in order to complete the building improvement projects. Trustee Marcie Ince seconded the motion. None opposed the motion. The motion passed.

**Consider amending the naming opportunities for:
(a) 2017-2022 Bond Program**

**(b) a fund-raising campaign for non-bond projects in accordance with
the Library Facility Naming Policy.**

Assistant Director Dale McNeill presented a short list of naming opportunities:

- Central Library: Texana
- Central Library: Children's Area
- Encino Branch Library: Children's Playground
- Encino Branch Library: Drive Through

Trustee Linda Nairn made a motion to amend the naming opportunities for the locations presented. Trustee Juspreet Kaur seconded the motion. None opposed the motion. The motion passed.

OLD BUSINESS

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)

Director Salazar reported that, since last month's meeting, a written agreement has been jointly developed with the Library Foundation. Key points in the agreement:

- Delineates the responsibilities of both the Library and the Library Foundation
- Latino Collection and Resource Center will receive a minimum gift of \$10,000 from the Library Foundation
- Library Foundation will provide 50 comp tickets, valued at \$12,500 for distribution, to Mayor and Council, Library Trustees, City Management and other key stakeholders
- Library Foundation will reimburse the Library for any out-of-pocket expenses

incurred by the Library (i.e. additional security, additional custodial support, staff overtime)

- Library agrees to close the Central Library at 2:00 PM (three hours early) to facilitate the set up for the Catrina Ball

The Library administrative leadership considered the implications of closing early in relation to the value received. The Library administrative leadership supports the Foundation's request to close the Central Library at 2:00pm on October 27, 2018.

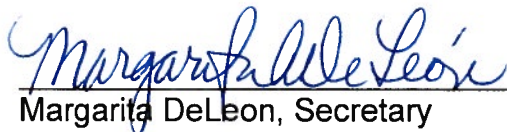
Trustee Gloria Malone moved to close the Central Library early on Saturday, October 27, 2018 at 2:00 pm in order to facilitate the set-up of the Catrina Ball (a fundraiser supporting the Library's Latino Collection and Resource Center). Trustee Marcie Ince seconded the motion. None opposed the motion. The motion passed.

WORK SESSION

Facilitated by Olivia Travieso, Our Community Inc. No action was taken.

Adjournment

Trustee Juspreet Kaur moved to adjourn the meeting. Trustee Andrea Sanchez seconded the motion. None opposed. The motion passed. Meeting adjourned at 8:27pm.


Margarita DeLeon, Secretary