

SAN ANTONIO PUBLIC LIBRARY
MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
June 22, 2016

The San Antonio Public Library Board of Trustees met in regular session on Wednesday, June 22, 2016 at 4:30 p.m. in the Auditorium. Paul Stahl, Chair, presiding and the meeting was called to order at 4:36 p.m.

TRUSTEES PRESENT

Jean Brady, Judy Cruz, Margarita DeLeon, Lora Devlon Eckler, Juspreet Kaur, Loyce Ince, Gloria Malone, Linda Nairn, Andrea Sanchez and Paul Stahl

TRUSTEES ABSENT

Lupe Ochoa, excused

EX OFFICIO LIAISONS PRESENT

Karen Matson, Friends of the San Antonio Public Library and Tracey Bennett, San Antonio Public Library Foundation

CITIZENS TO BE HEARD

Laura Cardona spoke regarding the Library's printed promotional flyers and programming.

ANNOUNCEMENTS

Library Director Ramiro Salazar announced the Mission Branch Library is the site for STEMtastic, a program championed by District 3 Councilwoman Rebecca Viagran, on June 25, 2016 from 10 a.m. to 1 p.m. Mr. Salazar announced Dianna Morganti, Coordinator for Services to Adults, accepted a position with an academic library and will depart the San Antonio Public Library in mid-July 2016.

APPROVAL OF MINUTES

Board Chair Paul Stahl brought forth for consideration the minutes of the meeting on May 25, 2016. Gloria Malone moved to approve the minutes for the meeting on May 25, 2016. Lora Devlon Eckler seconded the motion. None opposed the motion and the motion passed.

CHAIR'S REPORT

Board Chair Paul Stahl thanked Board Vice-Chair Linda Nairn for presiding over the April 2016 and May 2016 Library Board of Trustees Meetings.

TRUSTEES REPORT

Lora Devlon Eckler reported attending community meetings and suggested a National Night Out event at the Potranco Branch Library co-located with the YMCA.

Gloria Malone reported the Carver Branch Library received a \$10,000 gift from Dollar General and announced the Friends of the Carver Branch Library are celebrating their 27th anniversary on June 25, 2016.

Linda Nairn reported meeting with District 10 City Councilman Gallagher and discussing the upcoming 2017 Bond Program.

REPORT OF THE LIBRARY DIRECTOR

Library Director Ramiro Salazar referenced the written report included in the meeting packet. Mr. Salazar also reported San Antonio City Clerk accepted an award during the International Institute of Municipal Clerk's Conference for collaboration with the Library for the issuance of birth certificates. Additionally, Mr. Salazar stated the City of San Antonio Received 2016 All-American City Award and the Library's Little Read Wagon program was highlighted in the City's application. Mr. Salazar reported attending the Landa Gardens Conservancy Board Meeting and their upcoming Enchilada and Tiles fundraising event. Finally, he shared the Monte Vista Historical Association is hosting a July 4th Parade and Picnic at the Landa Library.

Mr. Salazar responded to questions and feedback from Library Trustees.

BUDGET REPORT

Assistant Library Director Kathy Donellan referenced the Library's Monthly Operating Statement in the meeting packet showing budget activity through May 2016. Ms. Donellan reported that 65% of the \$37 million budget has been spent as of the May 2016 reporting period and spending is on track per the library's spending plan for the year.

COMMITTEE REPORTS

Executive Committee

Board Chair Paul Stahl reported the Executive Committee met on June 14, 2016 to set the agenda for the June 22, 2016 Board of Trustees meeting.

Budget Committee

In absence of the Committee Chair, Paul Stahl reported that an item under old business on Board agenda will be presented later in the agenda on the modified zero based budget exercise. Mr. Stahl also reported the Budget Committee also reviewed the progress against the advocacy plan and decided to send a reminder to Board members to encourage them to contact their council members prior to the City Council goal setting session on June 8, 2016.

Library Director Ramiro Salazar reported attending the June 8, 2016 City Council Goal

Setting session and reported on outcomes to include increase streets funding, increase sidewalk funding, evaluation of expanding senior activities and equipment for the visually impaired at City senior seniors, rail, additional police officers and firefighters, delegate agency funding, Incase youth programming, increase funding to Animal Care Services, workforce development and economic development. Mr. Salazar stated some new City Council requests during the Goal Setting Session; however, minimal impact is expected to Library as a result of the new funding requests.

Facilities Committee

Project Control Manager Rich Walker delivered the committee report on behalf of Chairwoman Loyce Ince and stated that the Facilities Committee met on June 8, 2016. He provided an update regarding Schaefer Branch Library, Potranco Branch Library, Central Library 2012 Bond Program, Maverick Branch Library roof and new District 7 Digital Field Office, and Pan American Branch Library.

Rich Walker and Kathy Donellan, Assistant Library Director, 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

Jean Brady, Committee Chair, the PR Committee met on June 15, 2016 to discuss the new website, facility anniversaries and a new promotional video. All of the items discussed are on Library Board agenda which will be presented those updates later in the Library Board meeting.

SPECIAL REPORTS

San Antonio Public Library Foundation

San Antonio Public Library Foundation (SAPLF) President Tracey Bennett reported raising \$200,000 for the Potranco Branch Library and plans to partner with the YMCA on a funding request to Santikos. She recognized Library Foundation Development Director Lacey Fischer for all her efforts. Ms. Bennett responded to questions from Library Trustees.

Friends of the San Antonio Public Library

Friends of the San Antonio Public Library (FOSAPL) President Karen Matson announced September 10, 2016 as the date for the silver celebration of the BookCellar operated by the Friends of the Library. She stated the Friends of the Library, with sales from the BookCellar, has raised over \$1 million for the Library over 25 years. Ms. Matson reported on large private donations to the BookCellar in the recent weeks. She also provided

information about the Friends of the Library Arts and Letters Award call for nomination. Finally Ms. Matson thanked Library Staff for their participation in the Friends of the Library Board Development Workshop.

STAFF REPORTS

Staff report on the newly redesigned San Antonio Public Library website

Digital Services Coordinator Ignacio Albarracin delivered a report on the newly redesigned San Antonio Public Library website and stated the project had been underway for a little over a year and involved the Library's Marketing Office and Digital Services Office as well as the City's Information and Technology Services Department. Library Director Salazar payed complements to the Team for their good work on the project.

Mr. Albarracin responded to questions from Library Trustees.

Presentation on Library Information Video

Community and Public Relations Manager Caitlin Cowart provided an overview of the project and played the video for Library Trustees. The video received a good response from Library Trustees. Ms. Cowart responded to questions from Library Trustees. Mr. Salazar noted the video was not final and would be updated before being released.

NEW BUSINESS

Executive Session

Pursuant to Texas Government Code Section 551.072 (Deliberations about Real Property) and Section 551.074 (Personnel Matters), the San Antonio Public Library Board of Trustees entered into executive session at 5:58 p.m. to discuss the availability of a surplus property and personnel matters as it relates to the FY2017 Budget Development. The Library Board of Trustees reconvened into regular session at 7:47 p.m. No action was taken during Executive Session.

Review surplus property available adjacent to the McCreless Branch Library and take appropriate action

Library Trustee Jean Brady moved to delay action on surplus property available adjacent to the McCreless Branch Library for sixty (60) days to allow staff time for due diligence. Margarita DeLeon seconded the motion. None opposed the motion and the motion passed.

Review and consider approving system-wide guidelines related to the celebration of facility anniversaries

Library Director Ramiro Salazar reviewed the standards and guidelines developed by Library Staff in order to have consistency in celebrating library location milestones. Mr. Salazar and Assistant Library Director Dale McNeill responded to questions from Library Trustees. Library Trustee Jean Brady moved to accept the system-wide guidelines as proposed. Library Trustee Gloria Malone seconded the motion and the motion passed.

OLD BUSINESS

Receive staff report regarding FY2017 budget development process

Library Trustees did not take action regarding this item.

TRUSTEES REPORT

Library Trustee Juspreet Kaur complemented the programming for the Asian American Month.

Library Trustee Margarita DeLeon commended the Library for the Pride month events and the Poets at Mission Marque event. She also reported attending the Young Pegasus Poetry Competition.

Adjournment

Library Trustee Andrea Sanchez moved to adjourn the meeting. Judy Cruz seconded the motion. None opposed. The meeting was adjourned at 7:52 p.m.

Loyce Ince, Secretary

The minutes of the meeting on June 22, 2016 were approved as presented on July 27, 2016.