

**SAN ANTONIO PUBLIC LIBRARY  
MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES  
October 26, 2016**

The San Antonio Public Library Board of Trustees met in regular session on Wednesday, October 26, 2016 at 4:30 p.m. in the Landa Branch Library Meeting Room, Paul Stahl, Chair, presiding. The meeting was called to order at 4:36 p.m.

**TRUSTEES PRESENT**

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

**TRUSTEES ABSENT**

Loyce Ince, excused.

**EX OFFICIO LIAISONS PRESENT**

Tracey Bennett, San Antonio Public Library Foundation

**CITIZENS TO BE HEARD**

Quo Li spoke regarding the San Antonio Public Library's lighting. Mr. Li expressed his desire to see incandescent bulbs replaced with LED lighting in all branches.

**ANNOUNCEMENTS**

Library Director Ramiro Salazar acknowledged Assistant City Manager Maria Villagomez for attending the meeting. Director Salazar announced that the Potranco Grand Opening would take place on Friday, November 4, 2016, at 4:00 p.m.

Coordinator of Teen Services Jennifer Velasquez spoke about the second annual Rock the Plaza event taking place on Saturday, November 12, 2016, at the Central Library to showcase teen musical talent.

**APPROVAL OF MINUTES**

Board Chair Paul Stahl brought forth for consideration the minutes of the meeting on September 28, 2016. Jean Brady moved to approve the minutes for the meeting on September 28, 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 presented at the 2017 Bond meeting that took place on October 17, 2016, to articulate what the Library Board's additional ask was, above and beyond the staff recommended amounts. Friends of the San Antonio Public Library, Library Board Trustees, and concerned citizens were also in attendance to lend their support.

Mr. Stahl attended the opening of the District 7 Digital Field and Community Engagement Office at Maverick Branch Library on October 21, 2016, and commented on the new technology installed in the space.

## **TRUSTEES REPORT**

Gloria Malone reported attending the D2 council luncheon with the district representatives on October 3, 2016.

Lora Devlon Eckler reported attending the Facility Improvement Bond Committee Meeting on October 17, 2016. She also attended two (2) neighborhood association meetings, Meadow Village and Cable Westwood, to speak about the new Potranco Branch Library.

Juspreet Kaur attended Book Cellar 25<sup>th</sup> Anniversary in September and was able to share her own positive experiences with those in attendance.

Linda Nairn met District 10 Councilman Mike Gallagher who asked how District 10 was prioritized in the Bond recommendations. Councilman Gallagher expressed an interest in the idea that Thousand Oaks might show up to express their need at future Bond Meetings.

Jean Brady attended the San Antonio Public Library Foundation Board Meeting, the Friends of the San Antonio Public Library Arts & Letters Awards, and attended the Facility Improvements Bond Committee meeting on October 17, 2016. Trustee Brady recommends that all Trustees attend at least one Facility Improvements Bond Committee meeting to fully understand how they run.

Margarita DeLeon attended the Facility Improvement Bond Committee meeting on October 17, 2016 and plans to attend November 1, 2016 meeting.

## **REPORT OF THE LIBRARY DIRECTOR**

Library Director Ramiro Salazar reported that early voting began on Monday, October 24, 2016. Libraries will host 17 early voting sites and 13 Election-Day sites and have, thus far, been extremely busy. Some of the highest voting activity has been through libraries with 48% of votes cast so far have been through early voting at libraries.

There was an incident at the Las Palmas Branch Library that caused Director Salazar to request additional security for voting going forward. The Sherriff was called by a Bexar County Election Officials because of an individual who was heard muttering things that people were concerned could be threats against voters. A K9 unit was brought in to ensure public safety. Some voters were offended because of the assumption that the dogs were there sniffing for drugs. No further threat was detected and the incident did not escalate.

## **BUDGET REPORT**

In the absence of Library Fiscal Administrator Leo Luna, Assistant Library Director Kathy Donellan referenced the Library's Monthly Operating Statement in the meeting packet showing budget activity through September 2016. Ms. Donellan reported all but 1% of the \$37 million budget had been spent this year per the library's spending plan. Ms. Donellan responded to questions from Library Trustees regarding expenditures.

## **COMMITTEE REPORTS**

### **Executive Committee**

Board Chair Paul Stahl reported that the Executive Committee met on October 18, 2016, to set the agenda.

### **Budget Committee**

In the absence of Committee Chair Lupe Ochoa, Paul Stahl reported that the Budget Committee did not meet this reporting period.

### **Facilities Committee**

In the absence of Committee Chair Loyce Ince, Board Chair Paul Stahl reported that the Facilities Committee met on October 12, 2016, and asked Project Control Manager Rich Walker to deliver the report.

Project Control Manager Rich Walker delivered the project updates and committee report. Mr. Walker reported on the Potranco Branch Library, the District 7 Digital Field and Community Engagement Office co-located at the Maverick Library, and the Schaefer Branch Library capital projects.

### **Naming Committee**

Chairwoman Linda Nairn reported that the Naming Committee did not meet this reporting period.

### **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 October 19, 2016 at Central Library in the Board Room. The committee discussed the 2017 Facility Improvement Bond Committee Meetings, the Library Champion Awards and the Potranco Branch Library Grand Opening.

Ms. Cowart also provided an update on the Voting Campaign.

## **SPECIAL REPORTS**

### **Friends of the San Antonio Public Library**

The President of the Friends of the San Antonio Public Library (FOSAPL) Karen Matson was not able to attend.

### **San Antonio Public Library Foundation**

San Antonio Public Library Foundation (SAPLF) President Tracey Bennett began by thanking Assistant Director Kathy Donellan and Project Control Manager Rich Walker for their assistance in helping to expand the footprint of the Schaefer Branch playground. Ms. Bennett reported that the Foundation is planning on speaking in support of Texana at the 2017 Facility Improvements Bond Committee Meeting taking place on November 1, 2016.

Ms. Bennett reported on the annual Gift Report that was handed out to Board Trustees of over \$1M given to the San Antonio Public Library in 2016. Ms. Bennett provided a list of donors who Board Trustees may wish to send thank-you letters to.

## **STAFF REPORTS**

### **Report on the Landa Branch Library**

Public Services Administrator Cheryl Sheehan introduced the Branch Manager for the Landa Branch Library, Heidi Novotny. Heidi has been the manager at Landa for the past 2.5 years and will be moving on to the Brook Hollow library next month. Ms. Novotny gave a presentation and answered questions about the Landa Branch Library and its community.

## **NEW BUSINESS**

### **Review and consider the Library Board Committee Appointments and Liaison assignments for Fiscal Years 2017**

Board Chair Paul Stahl asked the Trustees postpone this action until next the meeting.

### **Review proposed conceptual design for landscape improvements at Carver Branch Library**

Trustee Lora Devlon Eckler moved to approve the designs as submitted. Gloria Malone seconded the motion. None opposed the motion and the motion passed.

### **Review proposed sidewalk design at Mission Branch Library**

Trustee Margarita DeLeon moves to approve the designs as submitted. Lora Devlon Eckler and Gloria Malone second the motion. None opposed the motion and the motion passed.

## **EXECUTIVE SESSION**

Pursuant to Texas Government Code Section 551.074 (Discuss personnel matters), the San Antonio Public Library Board of Trustees entered into executive session at 6:04 p.m. for deliberations to:

Library Director's Fiscal Year 2016 Annual Evaluation - Discuss personnel matters pursuant to Texas Government Code Section 551.074.

No action was taken during executive session and the Library Board of Trustees reconvened into regular session at 7:05 p.m.

## **Adjournment**

Juspreet Kaur moved to adjourn the meeting. Andrea Sanchez seconded the motion. None opposed and the meeting was adjourned at 7:06 p.m.

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Loyce Ince, Secretary

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**The minutes of the meeting on October 26, 2016 were approved as presented on December 7, 2016.**