

SAN ANTONIO PUBLIC LIBRARY
MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
September 28, 2016

The San Antonio Public Library Board of Trustees met in regular session on Wednesday, September 24, 2016 at 4:30 p.m. in the Central Library Auditorium, Paul Stahl, Chair, presiding. The meeting was called to order at 4:43 p.m.

TRUSTEES PRESENT

Judy Cruz, Margarita DeLeon, Lora Devlon Eckler, Loyce Ince, Gloria Malone, Linda Nairn, and Paul Stahl.

TRUSTEES ABSENT

Jean Brady, excused; Juspreet Kaur, excused; Lupe Ochoa, excused; and Andrea Sanchez, excused.

EX OFFICIO LIAISONS PRESENT

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

CITIZENS TO BE HEARD

No citizens signed up to speak.

ANNOUNCEMENTS

Library Director Ramiro Salazar announced that the kick-off of the Mayor's book club is scheduled to take place on October 11, 2016 at 10:30 a.m. at the Central Library. Mr. Salazar notified Trustees that a Library Hispanic Heritage Month Program would be taking place after the Board Meeting on September 28, 2016 at 6:30 p.m. at the Bazan Branch Library. The event will feature Congressman Gonzalez and State Representative Bernal and Mr. Salazar encouraged Trustees to attend.

APPROVAL OF MINUTES

Board Chair Paul Stahl brought forth for consideration the minutes of the meeting on August 24, 2016. Lora Devlon Eckler moved to approve the minutes for the meeting on August 24, 2016. Margarita DeLeon seconded the motion. None opposed the motion and the motion passed.

Board Chair Paul Stahl brought forth for consideration the minutes of the special work session on September 14, 2016. Lora Devlon Eckler moved to approve the minutes for the meeting on September 14, 2016. Margarita DeLeon seconded the motion. None opposed the motion and the motion passed.

CHAIR'S REPORT

Board Chair Paul Stahl reported he met with his Councilman (Medina) to have a preliminary discussion on how the library might be involved in a project utilizing a match with the State of Texas to support a park and library at Woodlawn Lake. Mr. Stahl shared a thank you letter with the Trustees, sent by the Schaefer's.

Mr. Stahl noted that Lora Devlon Eckler has been appointed to the Bond Facilities Committee and Andrea Sanchez has been appointed to the Bond Parks and Recreation Committee.

TRUSTEES REPORT

Lora Devlon Eckler reported that she and Juspreet Kaur had attended the 25th Anniversary of the BookCellar hosted by the Friends of San Antonio Public Library. Trustee Devlon Eckler attended a Pre-Bond Meeting organized by Councilman Lopez and neighborhood meeting to ensure the Library's presence as requested.

Linda Nairn reported meeting with her City Councilman (Gallagher) who had taken all his appointees down to the San Antonio River to allow them to see the prototypes of possible new electronic river barges.

Margarita DeLeon reported that she had spoken with her Councilwoman (Viagran) about earmarking funds in the Bond for the McCreless Branch Library.

REPORT OF THE LIBRARY DIRECTOR

Library Director Ramiro Salazar reported that he had represented the City of San Antonio at the 7th Annual Tel Aviv Cities Summit in Israel from September 22 through 27, 2016. While there Director Salazar served on a panel discussion on the subject of *Breaking Barriers in Education* and how libraries play a role in advancing education.

Director Salazar attended the groundbreaking of the new YMCA adjacent to the Mission Branch Library with Margarita DeLeon. He updated staff on the YMCA at Potranco's request to open the YMCA before the library is prepared for their grand opening. He informed them of his intent to recommend that the YMCA and Library plan a soft opening on Saturday, November 5, 2016, and then hold a grand opening on either December 12 or December 19, 2016.

Director Salazar reported that the library held a very successful Voter Registration Event along with Community and Public Relations Manager Caitlin Cowart's team to get word out that all the Branches are places people can go to register to vote in the upcoming elections.

Councilman Krier reached out to Assistant Director Dale McNeill, in Director Salazar's absence, about the possibility of renaming the Encino Branch Library to share the name of Evans Road to decrease any confusion about the location. The Naming Committee plans to speak about this topic at their next meeting.

Assistant Director Dale McNeill provided a report to Trustees on the rationale behind performance measures targets that were missed this month according to the Statistics section of the Director's Report.

BUDGET REPORT

Library Fiscal Administrator Leo Luna referenced the Library's Monthly Operating Statement in the meeting packet showing budget activity through August 2016. Mr. Luna reported that \$33.5 million (89%) of the \$37 million budget has been spent thus far and spending is on track per the library's spending plan for the year. Mr. Luna answered questions from Trustees about the budget allocation.

COMMITTEE REPORTS

Executive Committee

Board Chair Paul Stahl reported that the Executive Committee met on September 20, 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

Chairwoman Loyce Ince reported that the Facilities Committee met on September 14, 2016, and asked Assistant Director Kathy Donellan to deliver the report.

In the absence of Rich Walker, Design and Development Specialist Mark Loiselle delivered the project updates and committee report. Mr. Loiselle reported on the Building Accessibility Modification Plan that the Disability Access Office (TCI) had coordinated. In July 2016 numerous city buildings were studied to determine any necessary modifications. Seventeen (17) Library facilities were surveyed and the facilities group intends to survey the remaining buildings itself. Mr. Loiselle provided an update 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.

On September 19, 2016 there was a kickoff meeting in regards to capital improvements planned for the Landa Branch Library which included various stakeholder groups such as the Monte Vista Historical Society.

Naming Committee

Chairwoman Linda Nairn reported that the Naming Committee met on September 20, 2016, to discuss current naming policies regarding name changes of Branches.

Nominating Committee

Chairwoman Loyce Ince reported that the Nominating Committee met on September 21, 2016 and transmitted to the Library Board of Trustees a memo with the Committee's slate of Officers. Ms. Ince then read a statement of timeline for the Nominating Committee and noted that a more in depth report as well as voting would follow under New Business.

Public Relations Committee

In the absence of Committee Chair Jean Brady, Paul Stahl reported that the Public Relations Committee did not meet this reporting period.

SPECIAL REPORTS

Friends of the San Antonio Public Library

The President of the Friends of the San Antonio Public Library (FOSAPL) Karen Matson reported that on September 10, 2016, the BookCellar celebrated its 25th anniversary. There were 50 people were in attendance including Juspreet Kaur and Lora Devlon Eckler. Memories were shared and drawings were done for door prizes; the event was a huge success. A historical brochure of the BookCellar was distributed to the Trustees present.

On September 17, 2016, President Matson met with some community activists at Bazan Branch Library about reactivating the Friends of Bazan group. Meetings will take place in October to elect officers. More meetings are scheduled at other branches before the end of the year for additional groups to be discussed.

The Friends of the San Antonio Public Library Board Meeting took place on Sunday, September 18, 2016 at 2:00 p.m. at the Igo Branch Library. The Friends Fall Membership Drive will begin in October and membership is \$15 per person.

Ms. Mason reported on the Arts & Letters Award Ceremony where three (3) winners will be recognized during a reception on Sunday, October 22, 2016, at 2:00 p.m.

San Antonio Public Library Foundation

San Antonio Public Library Foundation (SAPLF) President Tracey Bennett reported that the donor recognition signage was completed for the new branches in District 2 (Schaefer Branch Library) and District 6 (Potranco Branch Library) with the assistance of Kathy Donellan and team. Final fundraising donations are still coming in from the mailer that was sent out to potential donors.

Plans for the new Latino Collection and Resource Center are moving forward and she expects the Foundation will fundraise the final \$60,000 needed to get construction started.

The Library Foundation's Finance Committee will meet next week to establish the gift to the Library from the Foundation. The Foundation will be providing thank you note cards to

Trustees to pen thank you notes to this year's donors.

STAFF REPORTS

Celebration of Hispanic Heritage Month 2016

Candelaria Mendoza delivered a presentation on the history of Hispanic Heritage Month in San Antonio and updated the Trustees on the activities planned for the celebration this year. The theme this year is *Latinos and Latinas in Public Service* and the recognizing the legacy of the late Henry B. Gonzalez, Congressman for Texas 20th District.

NEW BUSINESS

Election of the San Antonio Public Library Board of Trustees Officers in accordance with the Library Board of Trustees By-laws

Nominating Committee Chair Loyce Ince presented the slate of officers as recommendations by the Nominating Committee:

Chair	Paul Stahl
Vice Chair	Linda Nairn
Secretary	Loyce Ince
Treasurer	Judy Cruz

Immediate Past Chair Jean Brady

Board Chair, Paul Stahl asked if there were any nominations from the floor. There were none. Mr. Stahl called for a vote and the slate of Officers passed unanimously as presented.

Review and consider approval of the Library's holiday schedule for Fiscal Year 2017

Assistant Director Kathy Donellan presented the proposed Library's holiday schedule for approval. Ms. Donellan said that the schedule is similar to the City's holiday schedule with the least impact to public service. After a brief discussion, Judy Cruz motioned to approve the schedule and Lora Devlon Eckler seconded the motion. None opposed the motion and the motion passed.

OLD BUSINESS

Approved Fiscal Year 2017 Budget

Assistant Library Director Kathy Donellan presented a report regarding the approved budget for the 2017 Fiscal Year. No action was taken.

Adjournment

Margarita DeLeon moved to adjourn the meeting. Linda Nairn and Lora Devlon Eckler

seconded the motion. None opposed and the meeting was adjourned at 6:16 p.m.

Loyce Ince, Secretary

The minutes of the meeting on September 28, 2016 were approved as presented on October 26, 2016.