

**SAN ANTONIO PUBLIC LIBRARY
MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
March 22, 2017**

The San Antonio Public Library Board of Trustees met in regular session on Wednesday, March 22, 2017 at 4:30 p.m. in the Auditorium of the Central Library, Paul Stahl, Chair, presiding. The meeting was called to order at 4:40 p.m.

TRUSTEES PRESENT

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

TRUSTEES ABSENT

None.

EX OFFICIO LIAISONS PRESENT

Nancy Gandara, President, Friends of the San Antonio Public Library.

PUBLIC COMMENT FOR NAME OF BROOK HOLLOW BRANCH LIBRARY MEETING ROOM

Nancy Gandara spoke in support of the proposed name of the Brook Hollow Branch Library meeting room.

CITIZENS TO BE HEARD

None.

ANNOUNCEMENTS

Library Director Ramiro Salazar announced that the Trustees had been given the Library's Fiesta medals to distribute to their contacts as they see fit.

There is to be a public meeting of the Naming Committee on April 1, 2017, at 1:00 p.m. at the Brook Hollow Branch Library to discuss the possible naming of the meeting room and take additional public input.

Director Salazar announced that the Mini-Maker Faire would take place on Saturday

March 25, 2017 from 11 a.m. – 4:00 p.m. at the Central Library.

In addition, the Schaefer Branch Library Grand Opening event is scheduled to take place on Saturday March 25, 2017 beginning at 2:00 p.m. The event is to include a formal program as well as family-friendly activities, tours and refreshments. There was also a special preview prior to the Grand Opening for founding members and major donors on March 22, 2017. A video of the preview was provided for the Board by Sinclair Elementary. Ramiro recognized Rick Cavender with the San Antonio Rotary Club for contributing the playground that was installed at the new Schaefer Branch Library.

APPROVAL OF MINUTES

Board Chair Paul Stahl brought forth for consideration the minutes of the meeting on February 22, 2017. Gloria Malone, Trustee, moved to approve the minutes as presented. Lora Devlon Eckler seconded the motion. None opposed the motion and the motion passed.

CHAIR'S REPORT

Board Chair Paul Stahl reported that he had attended the special preview of the new Schaefer Branch Library.

Chair Stahl attended a meet and greet with the Library's new Assistant City Manager, Lori Houston. The meet and greet was held at Central Library on March 15, 2017, to allow the Library Board of Trustees and Library staff to get to know Assistant City Manager Lori Houston.

Chair Stahl attended an orientation session with new District 9 Trustee Marcie Ince and past District 9 Trustee Loyce Ince on March 21, 2017.

TRUSTEES REPORT

Trustee Lora Devlon Eckler reported that she attended several neighborhood meetings as well as two meetings for candidates running for District 6 City Council. She encouraged all Trustees to attend these types of meetings.

Trustee Andrea Sanchez attended the meet and greet with the Assistant City Manager. Prior to the last meeting, she attended the State of the District with SAISD. Trustee Sanchez expressed appreciation for the SAPL Social Media team for streaming the special preview of the grand opening via Snapchat.

Trustee Jean Brady reported that she attended Briscoe National Western Art Museum Board Meeting and met with their new leadership as well as the meet and greet with the Assistant City Manager.

NEW BUSINESS

Appointment to the Secretary Position in Executive Committee to Fill Vacancy

Board Chair Paul Stahl brought forth the appointment of Trustee Margarita DeLeon to fill the Secretary vacancy on the Library Board. Jean Brady moved to accept the appointment and Lora Devlon Eckler seconded the motion. None opposed the motion and the motion passed.

Participate in an Exercise to Identify and Approve FY2018 Budget Priorities for the Library

Library Director provided introduction remarks regarding the FY2018 Budget Initiatives for the Board's prioritization exercise. He noted the initiatives represent immediate needs for the Library System as identified by staff. Additionally, the immediate Staffing needs previously discussed is currently under analysis and not presented as a budget initiative because work is underway in conjunction with the City's Human Resources Department. Assistant Library Director Kathy Donellan provided an overview of the process. Members of the Library's Management Team presented to the Board of Trustees budget initiatives for consideration as a Board Priority for the development Fiscal Year 2018 Budget. The Trustees then voted on their top 3 priorities out of the 6 presented by the Management Team. The outcome of the priority exercise is as follows :

Priority #1 - Books and Materials for Imagination, Information and Ideas

Priority #2 - Big Read Wagon, a school-aged children's initiative

Priority #3 - Community Awareness and Engagement

Priorities #4 - Smart SA at SAPL & Extension of Learn: Digital Inclusion

Priority #5 - Teen Outreach Street Team

Trustee Lora Devlon Eckler put forward a motion to accept the results as presented. Margarita DeLeon seconded the motion. None opposed the motion and the motion passed.

OLD BUSINESS

Review and Consider Approval of Revisions to Library Facilities Naming Policy

Assistant Library Director Dale McNeill reviewed with Board Trustees the proposed changes and revisions to the current naming policy, excluding Central Library.

After some discussion Juspreet Kaur motioned to accept the naming policy as it had been presented. Jean Brady seconded the motion. Ten Trustees present voted in agreement, Trustees Stahl, Nairn, DeLeon, Cruz, Brady, Malone, Sanchez, Ochoa, Kaur, and Ince and one opposed, Trustee Devlon Eckler. The motion passed.

COMMITTEE REPORTS

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 March 15, 2017 at Central Library.

The Committee discussed the budget development, a communication plan and support for Trustees during budget development. The plan will involve the Board priorities from the earlier exercise. Ms. Cowart presented a timeline of important City dates to the Trustees.

Executive Committee

Board Chair Paul Stahl reported that the Executive Committee met on March 14, 2017, to set the agenda.

Budget Committee

Committee Chair Margarita DeLeon reported that the Budget Committee had met twice this month in order to organize for Budget Development and to review various advocacy efforts which will be lead primarily by the Library Board's Public Relations Committee. The Committee met first on March 1, 2017, then again on March 17, 2017, once the staff had had time to develop the prioritization exercise with the Committee's input.

Facilities Committee

Board Chair Paul Stahl reported that the Facilities Committee met on March 8, 2017, and announced that Trustee Andrea Sanchez had stepped up as Chair of the Committee. He then asked Project Control Manager Rich Walker to give the report on current Library projects.

Project Control Manager Rich Walker provided an update on the Landa Branch Library renovation project. He reported that \$820,000 would be spent on the Branch this year to cover exterior restoration, deferred maintenance on the interior, and furniture and equipment upgrades. There will be a full briefing on the proposed scope in April for the Board's review.

The Cody and Tobin at Oakwell Branch Libraries required repairs after a 2016 hail storm and the facilities were covered through the City's insurance for catastrophes. Cody Branch Library's roof will be fully replaced and Tobin at Oakwell Branch Library will have all the metal roofing replaced beginning March 27, 2017 and is due to be completed by a Library selected contractor. There should be no disruption to service and minimal use of parking spaces for the work.

Mr. Walker presented a final comparison of the rendering and final progress on the Schaefer Branch Library. The Rotary Club's Kingdom for Kids playground was constructed on the site between March 8 – 10, 2017.

Mr. Walked provided an update on the Latino Collection and Resource Center, located on the first floor of the Central Library. Pre-construction is scheduled for the first week of April and should complete by July of 2017 with no disruption of service.

Naming Committee

Chairwoman Linda Nairn reported that a meeting is scheduled for April 1, 2017, at the Brook Hollow Branch Library to receive public input about the proposed name for the meeting room at the Brook Hollow Branch Library.

SPECIAL REPORTS

Friends of the San Antonio Public Library

Nancy Gandara, President of the Friends of the San Antonio Public Library (FOSAPL), presented a list of meetings and events held by the Friends groups from around the city. She reported that on April 6, 2017, the Memorial Branch Amigos would be sponsoring a Civic Academy to inform the public about the Bond projects, including Library projects, in the upcoming Bond Election. Ms. Gandara reported that on April 8, 2017, would be the 20th Birthday celebration of the Book Hollow Branch Friends.

San Antonio Public Library Foundation

San Antonio Public Library Foundation (SAPLF) President Tracey Bennett was unable to attend this month's meeting. In her absence, Executive Assistant Jessica Zurita reminded Trustees about the 5th Annual San Antonio Book Festival on April 8, 2017.

BUDGET REPORT

Assistant Library Director Kathy Donellan referenced the Library's Monthly Operating Statement in the meeting packet showing budget activity through February 31, 2017. Ms. Donellan reported that spending thus far has been proportional.

REPORT OF THE LIBRARY DIRECTOR

In Director Salazar's absence Assistant Library Director Dale McNeill reported that a Digital Inclusion Summit was held on March 1, 2017 with over 160 attendees. Assistant Director McNeill also noted that the Express News had run an article about the Latino Collection and Resource Center and that from March 6 – 24 the Central Library would be providing space to the Small Business Administration Disaster Relief Center on the second floor to assist the public in accessing available resources after the major weather event in the City recently.

Adjournment

Margarita DeLeon moved to adjourn the meeting. Marcie Ince seconded the motion. None opposed and the meeting was adjourned at 7:29 p.m.


Margarita DeLeon, Secretary