

**SAN ANTONIO PUBLIC LIBRARY  
MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES  
April 26, 2017**

The San Antonio Public Library Board of Trustees met in regular session on Wednesday, April 26, 2017 at 4:30 p.m. in the Auditorium of the Central Library, Paul Stahl, Chair, presiding. The meeting was called to order at 4:48 p.m.

**TRUSTEES PRESENT**

Jean Brady, Judy Cruz, Lora Devlon Eckler, Marcie Ince, Juspreet Kaur, Linda Nairn, Lupe Ochoa, and Paul Stahl.

**TRUSTEES ABSENT**

Margarita DeLeon, excused; Gloria Malone, excused; Andrea Sanchez, excused.

**EX OFFICIO LIAISONS PRESENT**

Nancy Gandara, President, Friends of the San Antonio Public Library and Tracey Bennett, President, San Antonio Public Library Foundation.

**PUBLIC COMMENT FOR NAME OF BROOK HOLLOW BRANCH LIBRARY MEETING ROOM**

None signed up to speak.

**CITIZENS TO BE HEARD**

None signed up to speak.

**ANNOUNCEMENTS**

Library Director Ramiro Salazar announced that the Teen Arts Fest is scheduled to take place at the Central Library from 11 a.m. to 4 p.m. on Saturday, May 6, 2017 and invited all Trustees to attend.

Director Salazar also reported that the 2017 Young Pegasus Poets Award Ceremony would take place at the Carver Community Cultural Arts Center on May 7, 2017 at 2:00 p.m. Board Chair Paul Stahl will be in attendance to distribute the awards to the winners.

Director Salazar reported that the Library had partnered with Aspergers101 to bring four programs to the library system to assist parents and individuals affected. He noted a media event to kick-off this partnership will take place on May 3, 2017 at 10:30 a.m. at Central Library.

There will be a Teen Job Fair organized by the San Antonio Public Library to take place at the Pruitt Branch Library at Roosevelt High School. The fair is made possible through a grant from Capital One in partnership with the Library Foundation. The Fair is scheduled for Monday, May 15, 2017 at 11:30 a.m. Director Salazar encouraged everyone to attend.

## **APPROVAL OF MINUTES**

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

## **CHAIR'S REPORT**

Board Chair Paul Stahl reported that he had attended the TLA Luncheon on April 20, 2017 where the Schaefer family was recognized with the *TLA Benefactor Award* for their donation of land for the Schaefer Branch Library.

Chair Stahl reported that Branch Libraries had begun contacting and scheduling meet & greets with their respective Trustees. He also reported having attended the Tier One neighborhood meeting for District 7 to answer questions the public may have about the proposed City of San Antonio 2017 Bond program.

## **TRUSTEES REPORT**

Trustee Lora Devlon Eckler reported that she attended several community meetings as an advocate for the City of San Antonio 2017 Bond package. She also reported having attended several candidate forums related to the upcoming City Council election.

Trustee Juspreet Kaur reported that she had attended the Sikh festival held at the Johnson Branch Library on April 14, 2017 and noted a positive reaction from the public. She was pleased to see cultural awareness being spread by library programming. Similar events are scheduled to take place at the Igo Branch Library on April 27, 2017 and the Central Library on April 29, 2017. She also complemented the Igo Branch Library for their book displays and praised the San Antonio Public Library Foundation for their efforts with the San Antonio Book Festival.

Trustee Judy Cruz attended the 2017 San Antonio Public Library Foundation Book Festival and reported that it was a great success. Trustee Crus also reported attending the Mayor Taylor's State of the City event with Trustees Brady and DeLeon.

Trustee Jean Brady reported that she attended the San Antonio Public Library Foundation Book Festival and the Mayor's State of the City event.

Trustee Marcie Ince attended the Brook Hollow Friends Group's 20<sup>th</sup> Anniversary Celebration as well as the San Antonio Public Library Foundation's Book Festival. Trustee Ince was very pleased by the large turn-out for the book festival.

Trustee Juspreet Kaur also reflected on the Grand Opening of the Schaefer Branch Library on Saturday, April 25, 2017 and the wonderful turnout.

**Receive briefing on proposed improvements to the Landa Branch Library and take appropriate action.**

Assistant Library Director Kathy Donellan introduced Scott Carpenter, Seventh Generation Design, Inc., the architectural firm selected to consult on the improvements to the Landa Branch Library. Mr. Carpenter presented to the Board the results of the condition assessment of the building and recommended improvements. The recommended renovation included a new exterior paint color, which is more similar to the original color of the building, and repairs to the skylight and flashing surrounding it. The San Antonio Public Library Foundation and Stakeholders were briefed of the plans by the architects on April 18, 2017. Additionally plans for project were approved by the Office of Historic Design and Monte Vista Historic Association Architecture Design Review Board. The recommendation is for the Landa Branch to be closed from June 5 through September 20, 2017 while the playground is to remains open. Jean Brady moved to approve the closure dates and restoration plan. Justpreet Kaur seconded the motion. None opposed and the motion passed.

**REPORT OF THE LIBRARY DIRECTOR**

Library Director Ramiro Salazar reported that he had traveled to Berlin, Germany to represent the Library at the Winds and Words of War lithograph exhibit opening at The Kennedy's Museum on April 6, 2017.

Director Salazar has also been invited to Amman/ Jordan by the Abdul Hameed Shoman Public Library – a part of the Abdul Hameed Shoman Foundation - to deliver a presentation in August of 2017.

Library Administration has decided to move forward with plans for an enhancement of the shade structure for the playground at the Schaefer Branch Library once funding has been identified. The Library will be partnering with the Department of Parks & Recreation to draw up a plan for these changes.

The Library was recognized twice during the 2017 Texas Library Association (TLA) Annual Conference that took place in San Antonio from April 19 – 22, 2017. The Schaefer family was presented the Benefactor Award for their donation of land for the new Schaefer

Branch Library. The Potranco Branch Library was also selected for the Wayne Williams Library Project of the Year Award to recognize a project that exemplifies the highest levels of achievement, professionalism standards, and inspiration for other libraries.

The San Antonio Public Library had a significant presence at the 2017 TLA Conference and hosted a booth with over 164 potential candidates stopping by to learn about job opportunities. Haley Holmes also led the Book Cart Drill Team with great success.

The Potranco Branch Library has also been selected to receive an Outstanding Achievement in Local Government Award from the Alliance for Innovation. This award was announced at the 2017 Transforming Local Government Conference held in Tulsa, OK from April 19 – 21, 2017.

The Library will be hosting 17 early voting sites and 13 Election Day sites for the Election on May 6, 2017. A complaint has been registered with the Director and Board Chair from someone working on a campaign for District 5 City Council regarding the Library's policy regulating campaign signage on Library property for locations serving as voting sites during elections. This policy was created in coordination with Bexar County Elections and the City Attorney's Office.

The San Antonio Public Library has been invited to be involved in the initial development of the Edge 2.0 benchmarking. This is an opportunity to align the Edge benchmarks with digital inclusion outcomes. The Edge is a program of the Urban Libraries Council of which the San Antonio Public Library is a member. Senior Management Analyst David Cooksey was identified as the Library's coordinator for this project.

Director Salazar reported that a Library Management Team Retreat had been held on March 9, 2017 to set the tone and gather feedback from the Team and begin work on an Innovation Initiative. Haley Holmes, Ph.D, Library Services Manager has been tasked with creating a team that will work toward setting and reaching innovation goals.

Assistant Library Director Kathy Donellan updated the Board on safety and security measures taken at the Library and reference a March 7, 2017 customer dispute that escalated to a violent incident. She recognized staff for handling the incident with calm and professionalism and the San Antonio Police Department was called to the scene. The Human Resources Department offered support to staff immediately following the incident and the following security changes were initiated: improved use of in-house security as well as overnight security, reviews of the Emergency Communications Protocol and additional coordination with the SAPD's SAFFE Officer for the Central Library.

## **COMMITTEE REPORTS**

### **Executive Committee**

Board Chair Paul Stahl reported that the Executive Committee met on April 18, 2017, to set the agenda. The Committee also reported that it intended to move forward with supporting all 6 Budget Initiatives announced at the March 2017 Board Meeting with a

focus on advocacy efforts for the top two priorities: Brooks & Materials and Big Read Wagon, a school-aged children's initiative.

### **Budget Committee**

Board Chair Paul Stahl reported that the Budget Committee did not meet this reporting period.

### **Facilities Committee**

Board Chair Paul Stahl reported that the Facilities Committee did not meet this reporting period.

### **Naming Committee**

Chairwoman Linda Nairn reported that a meeting was held on April 1, 2017, at the Brook Hollow Branch Library to receive public input about the proposed name for the meeting room of the Brook Hollow Branch Library. A recommendation is expected to be brought to the Board of Trustees from the Naming Committee at the meeting held in May 2017.

### **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 April 18, 2017 at Central Library to review the nominations for the Exceptional Library Leaders and Advocates (ELLA) Awards.

Ms. Cowart delivered a report on the upcoming events for the month of May 2017 and distributed to the Trustees new Libraries Change Lives t-shirt to distribute.

## **BUDGET REPORT**

Assistant Library Director Kathy Donellan introduced the Library's new Department Fiscal Administrator Gabriella "Gabby" Rauschuber and asked her to deliver the Budget report.

Department Fiscal Administrator Gabby Rauschuber referenced the Library's Monthly Operating Statement in the meeting packet showing budget activity through March 31, 2017 and reported that we had reached the half-way point in the fiscal year and spent 49% of budgeted spending.

## **SPECIAL REPORTS**

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

San Antonio Public Library Foundation (SAPLF) President Tracey Bennett reported that

the 5<sup>th</sup> Annual San Antonio Book Festival took place on April 8, 2017 and that over 20 thousand visitors had attended. Ms. Bennett announced that the Big Give would kick off on April 27, 2017 and that the Foundation had set a goal of \$25,000.

### **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 to be held by the Friends over the month of May. She also reported that the Book Cellar had experienced excellent sales during this years' SAPL Book Festival. The next FoSAPL Board Meeting is scheduled to take place on May 21, 2017 at the Landa Branch Library at 2:00 p.m.

### **STAFF REPORT**

#### **Receive progress report on Interlocal Agreement with Bexar Country for Library Services.**

Assistant Library Director Dale McNeill delivered a progress report regarding the current Interlocal Agreement (ILA) between the City and the County to extend San Antonio Public Library services into the County. He reminded the Board the County's annual fee includes a reduction of \$300,000 for a cumulate total of \$1.2 million over the four (4) year agreement. Assistant Director McNeill stated the City and County have different interpretations of a key provision in the ILA related to the funding level of the County's collection. Mr. McNeill explained the intent during negotiations was for the County to reinvest the \$300,000 annual reduction (\$1.2 million over the term of the ILA) from the City's Fee for Service into the books and materials collections of BiblioTech, the County's library system. As a result, the community would not feel the impact of the equivalent of \$300,000 (yearly) of materials available to check-out. Mr. McNeill shared reports from the Texas State Library and Archives Commission that indicate the County is not reinvesting at the \$300,000 level in BiblioTech's collections budget.

Library Director Salazar stated the San Antonio Public Library has reduced the books and materials budget as result of the ILA. He further explained the County's \$1.2 million reduction in fee for Library service over the current ILA was negotiated at a time when City of San Antonio's annexation plans included many areas of Bexar County. As a result of the at-that-time-planned annexation, the fee for service at the end of the ILA of (\$2.58 million) would have been in-line with the population of the County the City would provide Library services. After the ILA was approved by the City and the County, the City Council's policy regarding annexation changed and does not plan to include as much of the unincorporated County as originally proposed.

Assistant Director McNeill and Assistant City Attorney Steve Whitworth responded to questions for the Board related to the ILA. In response to a question as to the status of resolving the interpretation issue, Library Director Salazar advised the Board that this issue has escalated to City Management level as attempts by Library Administration to address the discrepancy resulted in no resolution. He further noted the Library will utilize the FY2018 Budget Development process to request additional funds for Books and

Materials budget, which could off-set the significant loss to this budget as a result of the ILA and the dispute. In response to a question, Mr. McNeill responded the current ILA expires in 2018. Assistant City Attorney Whitworth noted legal action is not recommended at this time as the County and the City enjoy a good working relationship overall.

**Staff report on implementation of ConnectED initiative.**

Library Services Administrator Candelaria Mendoza reported on the ConnectED initiative, an extension of the White House's 2014 Library Challenge intended to support students as well as to provide broadband and WiFi access. Next steps in this initiative include working with the Jefferson high school, San Antonio Independent School District, to provide a single card that includes both the student identification and library card. The goal is to expand this resource to other schools in San Antonio. The San Antonio Public Library is looking to enhance its relationships with all school districts within the city.

**NEW BUSINESS**

**Amend the FY 2017 Board Meeting Schedule to change the meeting locations for the June 28, 2017 Board Meeting.**

Executive Assistant Jessica Zurita explained the need to relocate the June Board of Trustees Meeting due to a request to use the Auditorium for the City Council Goal Setting meeting. McCreless Branch Library was recommended as an alternate location because it falls next in the branch rotation to hold Board Meeting. Additionally, Ms. Zurita reminded the Board of the proposed 2017 Bond Project for the McCreless Branch Library. Lupe Ochoa moved to accept the change as presented and Lora Devlon Eckler seconded the motion. None opposed the motion and the motion passed.

**Review and take appropriate action regarding current Committee Assignments to FY2017.**


Board Chair Paul Stahl asked Trustee Marcie Ince to serve on the Budget Committee. Trustee Ince agreed and Trustee Jean Brady moved to accept the new assignment. Judy Cruz seconded the motion, none opposed and the motion passed.

**Point of Personal Privilege**

Trustee Lupe Ochoa took a point of personal privilege to thank everyone for their good thoughts as she approaches the one-year mark from a medical procedure.

**Adjournment**

Marcie Ince moved to adjourn the meeting. Juspreet Kaur seconded the motion. None opposed and the meeting was adjourned at 7:14 p.m.

  
Margarita DeLeon, Secretary