

**SAN ANTONIO PUBLIC LIBRARY  
MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES  
May 24, 2017**

The San Antonio Public Library Board of Trustees met in regular session on Wednesday, May 24, 2017 at 4:30 p.m. in the Meeting Room of the Tobin Branch Library, Paul Stahl, Chair, presiding. The meeting was called to order at 4:39 p.m.

**TRUSTEES PRESENT**

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

**TRUSTEES ABSENT**

Lupe Ochoa, excused.

**EX OFFICIO LIAISONS PRESENT**

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

**CITIZENS TO BE HEARD**

Pat Finley spoke in support of the proposed name for the Brook Hollow Meeting Room.

**ANNOUNCEMENTS**

Library Director Ramiro Salazar announced that the kick-off for the Mayor's Summer Reading Club would take place at the Central Library at 10:00 a.m. on May 30, 2017 and he encouraged everyone to attend.

Director Salazar also thanked the Friends of the Tobin Branch Library for the refreshments provided for the Board of Trustees meeting.

**APPROVAL OF MINUTES**

Board Chair Paul Stahl brought forth for consideration the minutes of the meeting on April 24, 2017. Trustee Andrea Sanchez noted a typo in the Facilities section of the March 22, 2017 meeting minutes. Lora Devlon Eckler, Trustee, moved to approve the minutes as amended to correct the typo. Jean Brady seconded the motion. None opposed the motion and the motion passed.

Trustee Margarita DeLeon reported attending the Book Festival that took place on Saturday, April 8, 2017.

## **REPORT OF THE LIBRARY DIRECTOR**

Library Director Ramiro Salazar reported that he had received the results of the Human Resources' Market Analysis on Library Positions and that representatives were present from HR to assist in presenting these findings to the Board.

Director Salazar announced that the San Antonio Public Library had made a push for recruitment at the Texas Library Association conference in April through a career center, a SAPL booth on the exhibit floor and an open house for interested candidates at Central Library. Approximately 160 direct contacts were established for future recruitment through direct mail. Director Salazar also reported that there would be a refresh of collateral materials for librarian recruitment, focused social media campaigns and the realignment of multiple positions to improve customer service, development of talent pipeline and retention. The library has also approved overtime for full-time non-exempt staff, a floater pool of five Library Assistants to fill shortages and contracted school librarians to work summer months in Children's Services.

The study concluded that the San Antonio Public Library is offering competitive salaries to peer libraries and that the number of current vacancies was successfully being reduced. Finally, the SAPL will be hiring a consultant to assess staffing complements and competencies over the next few months.

Director Salazar responded to questions from Library Trustees related to health of the organization.

## **COMMITTEE REPORTS**

### **Executive Committee**

Board Chair Paul Stahl reported that the Executive Committee met on May 16, 2017 to set the agenda.

### **Facilities Committee**

Chairwoman Andrea Sanchez reported that the Facilities Committee met on May 24, 2017 prior to the Board of Trustees meeting and asked Kathy Donellan to deliver the report.

Assistant Library Director Kathy Donellan reported that the Facilities Committee and Stakeholders had previously been briefed regarding the retrofit of two (2) washrooms at the Landa Branch Library that are currently being used as storage space. The plans include no damage to the wall or floor tiles in the bathrooms through use of freestanding shelves on lower levels. There will also be a realignment of the public areas and Collection that will include moving the circulation desk to the back of the main floor, additional public seating and a new, improved children/ tween/ teen area. There will be new paint – interior

## **STAFF REPORT**

### **Report on the Tobin Library at Oakwell.**

Public Service Administrator Cheryl Sheehan introduced Karen Braeuler, Children's Librarian, who presented a report on the Tobin Library at Oakwell in the absence of Branch Manager Tracey Knouse. Ms. Braeuler delivered a presentation and answered questions about the Tobin Library at Oakwell and its community.

### **Staff report regarding the Carver Branch Library's 2<sup>nd</sup> Annual Pan-African Cultural Festival.**

Public Services Administrator Kate Gray introduced Branch Manager D.L. Grant from the Carver Branch Library. Branch Manager Grant reported on the recent event to promote Pan-African culture and its impact on our local culture. 200 visitors attended the event held on May 6, 2017 and the third annual event is already being planned for next spring.

### **Mid-year Report Regarding Library Performance Metrics.**

Performance and Innovation Manager David Cooksey presented a report regarding trends in visitor numbers, usage of computers and Wi-Fi all being up from this time last year. Circulation appears to be down slightly, most likely due to an increase in digital e-book usage. 2 new locations have been opened in the last year and while both are seeing good numbers, we are also seeing the expected drop-off from the surrounding branches.

## **NEW BUSINESS**

### **Discuss and consider Naming Committee's recommendation for the naming of the Meeting Room at the Brook Hollow Branch Library.**

Since March 2017 the Naming Committee has been receiving public input regarding the possible naming of the meeting room at the Brook Hollow Branch Library. On behalf of the Naming Committee, Chairwoman Linda Nairn recommended that the Board of Trustees consider the name "Neal and Patricia Bjornson Meeting Room".

Trustee Lora Devlon Eckler seconded the motion and none opposed. The motion passed.

### **Adjournment**

Jean Brady moved to adjourn the meeting. Andrea Sanchez seconded the motion. None opposed and the meeting was adjourned at 6:48 p.m.

  
Margarita DeLeon, Secretary